



CITY OF NORTH BAY

2023

FINAL

OPERATING BUDGET

**CITY OF NORTH BAY
2023
OPERATING BUDGET INDEX**

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Annual General Levy Summary

Budget Year: 2023

YTD End Date: December 2022

Execution Date: March 7, 2023

	2021 Actuals	2022 Actuals YTD *	2022 Budget	2023 Approved	Variance Increase/ (Decrease)	Change %
Community Services						
ARENA SERVICES	1,429,765	2,320,409	2,145,325	2,517,313	371,988	17.34%
ARTS, CULTURE & RECREATION	1,004,043	911,492	1,122,452	1,313,099	190,647	16.98%
BUILDING	80,763	98,826	110,376	108,392	(1,984)	-1.80%
COMMUNITY SERVICES ADMIN	253,590	423,854	459,927	644,253	184,326	40.08%
ECONOMIC DEVELOPMENT	748,502	871,968	878,398	883,140	4,742	0.54%
FIRE DEPARTMENT	13,484,962	14,209,940	14,023,891	14,249,590	225,699	1.61%
PARKS REVENUES	(173,325)	(171,201)	(206,400)	(207,920)	(1,520)	-0.74%
PLANNING DEPARTMENT	377,437	519,744	461,115	508,236	47,121	10.22%
Total Community Services:	17,205,737	19,185,032	18,995,084	20,016,103	1,021,019	5.38%
Corporate Services						
COUNCIL SECRETARIAT	343,688	364,169	384,103	390,016	5,913	1.54%
CUSTOMER SERVICE CENTRE	280,097	321,875	316,756	328,701	11,945	3.77%
FINANCIAL SERVICES	1,511,167	1,521,679	1,624,753	1,580,240	(44,513)	-2.74%
HUMAN RESOURCES	831,184	1,082,194	1,112,129	1,249,598	137,469	12.36%
INFORMATION SYSTEMS	1,131,876	1,370,462	1,816,704	1,822,633	5,929	0.33%
LEGAL DEPARTMENT - GENERAL	494,089	437,073	433,693	506,327	72,634	16.75%
LEGAL DEPARTMENT - POA	(302,001)	94,352	(32,087)	43,424	75,511	235.33%
Total Corporate Services:	4,290,100	5,191,804	5,656,051	5,920,939	264,888	4.68%
General Government Activities						
FINANCIAL EXPENSES	21,752,906	21,011,979	21,425,472	20,791,235	(634,237)	-2.96%
GENERAL REVENUES	(107,815,029)	(114,190,507)	(12,545,457)	(12,346,004)	199,453	1.59%
MAYOR & COUNCIL	412,323	441,604	530,280	567,953	37,673	7.10%
OFFICE OF THE CAO	481,851	519,477	497,918	484,150	(13,768)	-2.77%
Total General Government Activities:	(85,167,949)	(92,217,447)	9,908,213	9,497,334	(410,879)	-4.15%
Infrastructure and Operations						
AQUATIC CENTRE	211,134	298,033	358,645	278,656	(79,989)	-22.30%
CITY HALL FACILITIES	812,584	966,849	799,457	832,197	32,740	4.10%
ENGINEERING SERVICES	796,874	1,133,930	940,291	946,543	6,252	0.66%
ENVIRONMENTAL SERVICES	693,278	865,615	919,026	1,001,328	82,302	8.96%
FLEET MANAGEMENT	0	41,726	0	0	0	0.00%
KINGS LANDING	1,879	6,970	1,138	2,252	1,114	97.89%
MARINA	0	2,676	0	0	0	0.00%
PARKING OPERATIONS	46,992	25,040	(108,374)	6,080	114,454	105.61%
PARKS - OPERATIONS	3,872,931	3,933,691	4,053,823	4,167,294	113,471	2.80%
ROADS DEPARTMENT	8,812,715	8,647,497	9,226,726	9,334,714	107,988	1.17%
STORM SEWERS	633,737	670,656	583,970	611,651	27,681	4.74%
TRANSIT	4,367,541	4,722,290	4,485,868	4,933,772	447,904	9.98%
WORKS DEPT ADMINISTRATION	658,889	736,156	765,161	747,043	(18,118)	-2.37%
Total Infrastructure and Operations:	20,908,554	22,051,129	22,025,731	22,861,530	835,799	3.79%
Service Partners						
INVEST NORTH BAY DEVELOPMENT CORPORATION	140,000	25,000	25,000	10,000	(15,000)	-60.00%
SERVICE PARTNERS	42,623,559	44,407,848	44,489,533	47,459,292	2,969,759	6.68%
Total Service Partners:	42,763,559	44,432,848	44,514,533	47,469,292	2,954,759	6.64%
Levy Grand Total:	1	(1,356,634)	101,099,612	105,765,198	4,665,586	4.61%

* Actuals subject to year-end adjustments and accrual

** Totals may vary slightly from computer generated budget reports due to rounding



City of North Bay Report to Council

Report No: CORP-2023-023

Date: February 7, 2023

Originator: Laura Boissonneault

Business Unit:

Department:

Corporate Services

Financial Services Department

Subject: 2023 General Operating Budget

Closed Session: yes no

Recommendation

1. That Council receive the City of North Bay's 2023 General Operating Budget as set out in Report to Council CORP 2023-23 dated February 7, 2023 from Laura Boissonneault.
2. That Report to Council CORP 2023-23 be referred to a Special Committee Meeting to be held on February 23, 2023.

Background

A budget is an important pillar to the overall success and financial security of a municipality and its services. The presented operating budget details expenses and revenues, by Business Unit and department, that the City of North Bay needs to maintain for existing services for the 2023 fiscal year. A budget is a tool to understand the organization and to support decision making.

During December 2022 and January 2023, management team members met with the Chief Administrative Officer, Chief Financial Officer, and finance staff to review the Preliminary General Operating Budget submissions. The proposed 2023 Administration Recommended Operating Budget is attached to this report as Appendix A. Detailed budget estimates have been established by each department based on the operational knowledge and expertise of supervisors and managers.

The City and the community continue to adapt and manage pressures relating to the recovery from the COVID-19 pandemic and current economic conditions. Although the City has experienced revenue recovery in many areas, there are some services, such as Transit and Parking, that continue to experience lower revenues. The City has not received any confirmation that Transit Safe Restart funding will be available in 2023. As a result, the enclosed budget includes a transfer from the Tax Stabilization Reserve in the amount of \$455,444 to offset the loss of revenues anticipated to continue in 2023 within Transit Services. Additionally, a total of \$1.4 million in reserves has been included in the 2023 budget to assist with one-time expenses and to partially offset economic pressures experienced throughout the various Business Units.

Managing the 2023 budget will require a strategic approach and continual review of services in order to mitigate any year-end variances. Ongoing practices such as

monitoring discretionary spending, maximizing efficiencies within existing services and processes, strategic scheduling of staff, and efforts to find new revenue sources will continue.

Financial/Legal Implications

The operating budget strives to balance various pressures the City must consider on an annual basis including agreements, legislated requirements, contracts, inflation, supply chain issues, capital investments, fuel, utilities, insurance and various service enhancements or reductions.

The initial starting point of the 2023 budget estimated an increase of approximately 10%. Staff were able to find cost savings and additional revenues, together with the use of reserves, to reduce the preliminary levy. The tax levy increase included in the proposed 2023 Operating Budget is 5.77% or \$5,837,100 (before Service Level Changes). Service Level Changes (SLCs) are attached at the end of the budget package for Council’s consideration during the Special Committee Meetings scheduled in February and March.

The following is a breakdown of the Levy increase by operational category:

Levy Change by Expense/Revenue Type		
2022 Operating Levy	101,099,612	
		% of Prior Year Levy
Personnel Costs - Salaries and Wages	1,102,570	1.09%
Personnel Costs - Benefits	922,728	0.91%
Goods and Services	1,175,650	1.16%
Financial/Capital/Reserve/Internal Transfers	51,427	0.05%
Service Partners	3,239,524	3.20%
Ancillary Revenues	(654,799)	-0.64%
Net Increase in Levy	5,837,100	5.77%
2023 Operating Levy	106,936,712	

The following is a breakdown of the Levy increase by City Business Unit:

Levy Change by Business Unit		
Community Services	937,439	16%
Corporate Services	448,313	8%
General Government	509,043	9%
Infrastructure and Operations	702,781	12%
Services Partners	3,239,524	55%
2023 Total Net Levy Change	5,837,100	100%

Corporate Strategic Plan

- Natural North and Near
- Affordable Balanced Growth
- Responsible and Responsive Government
- Economic Prosperity
- Spirited Safe Community

Specific Objectives

- Provide smart, cost-effective services and programs to residents and businesses
- Ensure that Council and staff have a shared perception of goals
- Ensure the efficient and effective operations of the city, with particular consideration to the impact of decisions on the property tax rate
- Promote and encourage arts and culture as a cornerstone of a dynamic community

Options Analysis

The 2023 General Operating Budget was prepared with the following guidelines:

Consultative Budget Methodology - Managers' and supervisors' knowledge of their operations continues to be united with financial budgets and actual expense projections. This practice has led to the development of a budget with sound philosophies and estimates.

Service Delivery - The Administration Recommended Operating Budget was prepared with management's projections and cost estimates to deliver existing service levels. Suggestions that provide Council with options to change the current level of service have been included in the Service Level section at the end of the budget package. Additional costs or savings resulting from proposed Service Level Changes have been included in the bottom section of the Annual General Levy Summary on page 5 of Appendix A.

Expenditures - Represent management's best estimates to deliver the current level of service. Management's estimates include:

- Annualized approved Council initiatives
- Inclusion of contractual agreements (waste collection, Para Bus, Provincial Offences Administration, etc.)
- Legislated changes (i.e. mandatory training, safety guidelines, legal costs, etc.)
- Supply chain challenges
- Expected future operational requirements and needs

User Fees - Updated By-laws were passed at the Regular Meeting of Council on January 31st, 2023 to establish user fees for the four year term of Council. Annually, amendments are reviewed each Fall as part of the annual budget process.

Other Revenue Estimates - These estimates are based on trends, historical data, current rates, approved rate increases, projections and any known revenue reductions.

OMPF - The Ontario Municipal Partnership Fund (OMPF) is the Province's main transfer payment to municipalities. The enclosed 2023 Budget includes the City's allocation of \$10,156,400, which represents a decrease of (\$197,000) over the 2022 OMPF allocation.

Utility Costs - Budget estimates take into consideration the prior year's data and projected demands. Calculations include such items as the benefit of energy efficiencies gained through capital investments and enhanced education programs to improve energy conservation. Historical trends and anticipated rates are used to project utility costs.

Natural Gas rates have continued to increase since January 2021 (i.e., \$0.13/m³ to current \$0.31/m³). As with past practice, Natural Gas budgets were set with projections plus an 8.3% increase over 2022 (3-year average). There is some indication that rates may stabilize or even reduce in 2023 and savings could be realized by year-end.

Conservatively, Hydro budgets were set using estimated usage with a zero percent increase. Many repairs and maintenance made in the last few years are assisting in overall utility savings. The City continues to review Hydro accounts and look for efficiencies. Hydro costs for street lighting substantially decreased in 2022 due to a 'change in costing methodology' that was set by the province stemming from Hydro's 2021 Cost of Service Review. The City is estimating 2023 Hydro costs for Street Lighting will be lower by (\$400,000). The new Hydro methodology of cost allocations will continue on a go-forward basis until the end of 2026 and will escalate by annual inflation rates each May (dictated by OEB).

Fuel – The fuel budget was set based on expected usage at an estimated weighted average rate of \$1.748 per litre (2022 6-month average) plus the increase in carbon tax in April of 2023 at \$0.0326 per litre. The estimated overall weighted average fuel rate totals \$1.78 per litre (\$1.084 per litre – 2022). Under the terms of the current contract, the City pays pricing based on the Ultramar Daily Toronto Rack Rate. The budgeted fuel rates exclude the provincial fuel taxes of \$0.057 (Reg) and \$0.053 cents (Diesel) per litre which was deferred by the provincial government in 2022 and anticipated to be extended until December 31, 2023.

Economic Pressures – Due to the current economic conditions including high inflation and other supply chain issues, the City has experienced increased contract costs, supply chain disruptions and price increases in various goods and services. Cost pressures have been realized in multiple cost centers.

Staff Complement – All staffing costs and Full Time Equivalent (FTE), including positions grant funded or directly funded from Capital, are reported in the personnel costs with any associated offsetting revenues being recorded accordingly. An FTE is used to measure a worker's involvement in the service and indicates the workload of an employed person in a way that makes workloads comparable across various contexts. Therefore, an FTE of 1.0 means that the person is equal to a full-time worker, while an FTE of 0.5 signals that the worker is only allocated to the service half the time. Throughout the City's budget, one staff may be allocated to several services.

Wages - Personnel costs include 2023 anticipated wages costs, phase-in of annualized positions, and anticipated contractual salary & benefits increases. Approved Union Contracts are in effect until December 31, 2024, as well as the approved Non-Union Salary By-law. The Fire Collective Agreement was finalized in 2020 for fiscal years 2021 to 2025. Student wages have been adjusted to the new Provincial Minimum Wage rate.

Fringe Benefits - Benefits include items such as Employment Insurance, Canada Pension Plan, WSIB, OMERS, EHT, LTD, Life, AD&D, dental and major medical. Effective November 1st, group benefit rates increased by 7.1%. The new rates have been reflected in the enclosed budget.

Insurance – At the time of establishing the 2023 budget, insurance costs are estimated to increase by 10% upon renewal. The City's insurance period is from May to April. Therefore, the first 4 months of 2023 is known and the increase applicable to the

remaining 8 months.

Long-Term Capital Financing

- **Capital Levy** – The capital levy is the annual funding contribution from the City’s General Operating Budget that is used to finance projects within the City’s General Capital Budget. In accordance with the City’s Long-Term Capital Funding Policy, the Capital Funding Allowance increase of 1% was included in the 2023 Preliminary Budget which represented an increase of \$1,010,997. Upon further review of the 2023 Capital Budget requirements and in consideration of Council’s request to review the Long-Term Capital Funding Policy, the 2023 Administrative Budget has been prepared with a reduction in the Capital Funding Allowance from 1% to 0.5% for 2023 or \$505,498.

As in prior years, the budget does not include an inflationary adjustment in the calculation of the Capital Levy. Upon finalization of a review of the City’s Long-Term Capital Funding Policy, recommendations will be brought forward for Council’s consideration.

- **Debenture Financing** – In accordance with the City’s Long-Term Capital Funding Policy, the annual funding allowance for the General Capital Budget includes debt financing to support capital projects. Principal and interest payments are budgeted within the General Operating Budget.

Service Partners - Service Partner budgets represent services that are funded by property taxes, in whole or in part, but operated directly by various boards and agencies. Service Partners include North Bay Police Services, North Bay Public Library, Cassellholme, District of Nipissing Social Services Administration Board, MPAC, North Bay Parry Sound District Health Unit, the North Bay-Mattawa Conservation Authority and the Capitol Centre.

In December, Service Partners received a letter from the City’s CFO/Treasurer requesting submissions outlining operating budget requirements for 2023. The enclosed budget includes approved and projected Service Partner budgets. As with every budget year, the City is holding the risk should Service Partner estimates not be realized or if there are shifts in apportionments. Approximately 55% of the 2023 levy increase is directly related to Service Partners.

Risks - As with any budget, there are risks associated with forecasting expenditures and revenues. A contingency allowance of approximately \$230,000 is included in the operating budget to provide funding for one-time expenditures that were not known or expected at the time the operating budget was approved by Council. The establishment of an appropriate contingency budget is necessary in order to provide administration with the ability to react to unforeseen events that may occur during the year without placing immediate financial pressure on the current budget or the City’s reserve balances. A reasonable contingency allowance of ½ percent of the gross operating budget, or approximately \$766,000, would better able the City to absorb reasonable levels of fluctuations expected for a budget of this magnitude.

Reserves - The establishment of reserves assists in stabilizing tax rates by offsetting the budget effects that would otherwise be one-time in nature, as well as those caused by uncontrollable events or activities that can be phased in.

As at the date of the report, December 31, 2022 balances in the associated reserves were as follows:

- Tax Rate Stabilization Reserve (99529R): \$4,864,839
- Operating Budget Contingency Reserve (99557R): \$1,106,474

The above noted balances are subject to year-end accruals and allocations.

The City of North Bay's Reserve Policy forms a critical component of the municipality's Long-Term Financial Plan. The above noted reserves are the primary reserves relating to the General Operating Budget. The Tax Stabilization Reserve balance is currently below the City's targeted level of 5% to 10% of the total municipal tax levy being \$5.4 to \$10.7 million for 2023 (based on the presented municipal levy before the inclusion of service level changes). In addition, the Operating Budget Contingency Reserve is slightly below the City's targeted level of 1% of the 2023 gross operating budget, being approximately \$1.53 million.

Next Steps – The 2023 General Operating Budget is recommended to be referred to the Special Committee Meetings of Council scheduled to discuss the 2023 Operating and Capital Budgets together with a review of options and associated risks. The first meeting is scheduled for February 23rd, 2023. Additional meetings will take place on the 27th of February and the 1st, 2nd and 6th of March. The 2023 Operating Budget is tentatively scheduled to be approved by Council at the Regular Meeting of Council on March 14th, 2023.

Recommended Option

1. That Council receive the City of North Bay's 2023 General Operating Budget as set out in Report to Council CORP 2023-23 dated February 7, 2023 from Laura Boissonneault.
2. That Report to Council CORP 2023-23 be referred to a Special Committee Meeting to be held on February 23, 2023.

Respectfully submitted,

Name: Laura Boissonneault, CPA, CGA

Title: Manager, Financial Services

I concur with this report and recommendation

Name Jason Whiteley

Title: Fire Chief

Name Ian Kilgour, MCIP, RPP

Title: Director, Community Services

Name Peter E.G. Leckie, B.A. (Hons.), LL.B.

Title: City Solicitor

Name Karen McIsaac, Dipl. M.A.

Title: City Clerk

Name Domenic Schiavone

Title: Director Public Works and Parks

Name: Steven W. Melnichuk

Title: Director, Information Systems

Name Wanda Trottier, CHRL
Title: Director, Human Resources

Name Margaret Karpenko, CPA, CMA
Title: Chief Financial Officer /Treasurer

Name John Severino, P.Eng., MBA
Title: Interim Chief Administrative Officer

Personnel designated for continuance:

Margaret Karpenko, CPA, CMA
Chief Financial Officer /Treasurer



Annual General Levy Summary 2023

YTD End Date: December 2022

Execution Date: February 8, 2023

	2021 Actuals	2022 Actuals YTD *	2022 Budget	2023 Council Review	Budget \$ Inc. / (Dec.)	Change %
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ARTS, CULTURE & REC SERVICES	1,004,043	910,725	1,122,452	1,238,099	115,647	10.30%
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FINANCIAL SERVICES	1,511,167	1,518,347	1,624,753	1,580,240	(44,513)	-2.74%
HUMAN RESOURCES	831,184	1,080,963	1,112,129	1,249,598	137,469	12.36%
INFORMATION SYSTEMS	1,131,876	1,383,645	1,816,704	1,822,633	5,929	0.33%
LEGAL DEPARTMENT - GENERAL	494,089	434,096	433,693	646,191	212,498	49.00%
LEGAL DEPARTMENT - POA	(302,001)	99,904	(32,087)	86,985	119,072	371.09%
Total Corporate Services:	4,290,100	5,199,378	5,656,051	6,104,364	448,313	7.93%
General Government Activities						
FINANCIAL EXPENSES	21,752,906	20,500,056	21,425,472	21,711,157	285,685	1.33%
GENERAL REVENUES	(107,815,029)	(114,613,127)	(12,545,457)	(12,346,004)	199,453	1.59%
MAYOR & COUNCIL	412,323	444,665	530,280	567,953	37,673	7.10%
OFFICE OF THE CAO	481,851	519,372	497,918	484,150	(13,768)	-2.77%
Total General Government Activities:	(85,167,949)	(93,149,034)	9,908,213	10,417,256	509,043	5.14%
Infrastructure and Operations						
AQUATIC CENTRE	211,134	290,087	358,645	278,656	(79,989)	-22.30%
CITY HALL FACILITIES	812,584	959,631	799,457	832,197	32,740	4.10%
ENGINEERING SERVICES	796,874	1,133,851	940,291	946,543	6,252	0.66%
ENVIRONMENTAL SERVICES	693,278	867,005	919,026	961,328	42,302	4.60%
FLEET MANAGEMENT	0	41,363	0	0	0	0.00%
KINGS LANDING	1,879	6,970	1,138	2,252	1,114	97.89%
MARINA	0	2,651	0	0	0	0.00%
PARKING OPERATIONS	46,992	24,891	(108,374)	21,503	129,877	119.84%
PARKS - OPERATIONS	3,872,931	3,933,956	4,053,823	4,147,984	94,161	2.32%
ROADS DEPARTMENT	8,812,715	8,656,832	9,226,726	9,261,582	34,856	0.38%
STORM SEWERS	633,737	670,656	583,970	611,651	27,681	4.74%
TRANSIT	4,367,541	4,725,269	4,485,868	4,917,773	431,905	9.63%
WORKS DEPT ADMINISTRATION	658,889	734,890	765,161	747,043	(18,118)	-2.37%
Total Infrastructure and Operations:	20,908,554	22,048,052	22,025,731	22,728,512	702,781	3.19%
Service Partners						
INVEST NORTH BAY	140,000	25,000	25,000	10,000	(15,000)	-60.00%
SERVICE PARTNERS	42,623,559	44,407,848	44,489,533	47,744,057	3,254,524	7.32%
Total Service Partners:	42,763,559	44,432,848	44,514,533	47,754,057	3,239,524	7.28%
Levy Grand Total:	\$ 1	\$ (2,293,403)	\$ 101,099,612	\$ 106,936,712	\$ 5,837,100	5.77%

Proposed Service Level Changes:

CORP - Eliminate Paralegal Position	(139,864)
CORP - Eliminate Provincial Offences Administration (POA) Collection Clerk Position (net)	(43,562)
CS - Arts & Culture Programming	25,000
CS - Building/Property Standards - 2 Fleet Vehicles	6,877
CS - Building/Property Standards (In camera)	3,083
CS - Event Hosting Programming	50,000
IO - Eliminate the 50% discount parking for DIA residents - (effective 2024)	0
IO - Hourly Parking Rate Increase	(77,910)
IO - Permit Parking Program for 2 nd Avenue	(15,423)
IO - Pilot a Permit Parking Program for Marina Slip Tenants	(12,648)
IO - Roads Department - Utility Tractor Operator	73,132
IO - Transit - Couchie Memorial - Annualized 8 months	16,000
IO - Transit Fare Increase - Annualized 6 months	(36,250)
	\$ 5,685,535
	5.62%

Community Requests

CS - Creative Industries Ongoing Operating Funding for Program Coordinator	35,000
CS - Dionne Quints Heritage Board Annual Operating Funding	5,000
CS - Dionne Quints Heritage Board Capital Improvements	15,000
CS - Dionne Quints Heritage Board Capital Improvements to be funded from Dionne Rehab Reserve	(15,000)
CS - OUTloud North Bay (\$80,000 to \$114,000)	80,000
IO - Clean Green Beautiful	40,000
IO - North Bay Heritage Gardeners	19,310
IO - No Charge Parking within the DIA in the month of December	38,000
	\$ 5,902,845
	5.84%



Summary of Special Committee Meeting Adjustments

Budget Year: 2023

	2022 Budget	2023 Council Review	Variance Increase/ (Decrease)	Change %
Total Levy As Submitted in CORP 2023-023	101,099,612	106,936,712	5,837,100	5.77%

Committee Meeting Changes & Adjustments

Service Level Changes (SLCs) Accepted during Committee Meetings

CS - Arts, Culture & Recreation Services - Increase Funding for Programming	25,000
CS - Arts, Culture & Recreation Services - Increase for Event Hosting Programming	50,000
CS - Building/Property Standards - 2 Fleet Vehicles	6,877
CS - Building/Property Standards (In camera)	3,083
CORP - Legal Services - Eliminate Paralegal Position	(139,864)
CORP - Provincial Offences Administration - Eliminate Collections Clerk Position (net)	(43,562)
IO - Parking Department - Permit Parking Program for 2 nd Avenue	(15,423)
IO - Roads Department - Additional Utility Tractor Operator	73,132
IO - Transit Department - Extension of Service to Couchie Memorial Drive	16,000

Community Requests

CS - Arts, Culture & Recreation Services - Dionne Quints Heritage Board Capital Improvements	15,000
CS - Arts, Culture & Recreation Services - Dionne Quints Heritage Board Capital Improvements to be funded from Dionne Rehab Reserve	(15,000)
IO - Environmental Services - Clean Green Beautiful	40,000
IO - Parks Department - North Bay Heritage Gardeners	19,310

Special Committee Adjustments following Preliminary Package

Feb 23 - Arena Services - Vending Machine Revenues	(1,380)
Feb 23 - Service Partners - DNSSAB apportionment	2,717
Feb 27 - Service Partners - Police - Court Security and Prisoner Transportation Agreement	(161,421)
Feb 27 - General Government - Contingency	(229,294)
Feb 27 - General Government - Other Labour Costs	200,000
Feb 27 - General Government - Hardship program funded from reserves \$100k	100,000
Feb 27 - General Government - Hardship program funded from reserves \$100k	(100,000)
Mar 01 - Roads Department - Winter Control benefits reallocated to salt	(13,200)
Mar 01 - Roads Department - Winter Control salt budget increased	13,200
Mar 02 - Service Partners - North Bay Public Library (use additional reserves)	(126,061)
Mar 06 - General Government - Defer phase out of reserve transfer	(890,628)

Levy Change After Service Level Changes, Requests & Adjustments

(1,171,514)	4,665,586	4.61%
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General Government Committee Report No. 2023-06

March 14, 2023

To The Council
Of The Corporation
Of The City Of North Bay

Your Worship and Councillors:

The General Government Committee presents Report No. 2023-06 and recommends:

That:

1. The 2023 Gross Operating Expenses included in the Operating Budget in the amount of \$137,631,171 (save and except the City's share of the District of Nipissing Social Services Administration Board levy of \$13,713,389; the City's share of the North Bay Parry Sound District Health Unit's levy of \$1,638,765; and the City's 2023 Hardship Program of \$100,000) be approved.
2. The 2023 Tax Levy of \$105,765,198 as summarized in attached Appendix A be approved.
3. The Chief Financial Officer be authorized to process all transfers to and from reserve funds included in the 2023 Operating Budget.
4. The Chief Financial Officer be authorized to transfer \$16,121,349 from the Operating Fund to the Capital Fund to finance approved capital projects that would otherwise require debenture issuance to fund (Net Capital Levy in Operating Budget). This is often referred to as the "Pay As You Go" funding for capital projects.
5. That a public meeting be held regarding the proposed user fees for a permit parking program on the west side of Second Avenue between Ferguson Street and Fraser Street.

All of which is respectfully submitted.



Appendix A

Annual General Levy Summary

Budget Year: 2023

YTD End Date: December 2022

Execution Date: March 7, 2023

	2021 Actuals	2022 Actuals YTD *	2022 Budget	2023 Approved	Variance Increase/ (Decrease)	Change %
Community Services						
ARENA SERVICES	1,429,765	2,320,409	2,145,325	2,517,313	371,988	17.34%
ARTS, CULTURE & RECREATION	1,004,043	911,492	1,122,452	1,313,099	190,647	16.98%
BUILDING	80,763	98,826	110,376	108,392	(1,984)	-1.80%
COMMUNITY SERVICES ADMIN	253,590	423,854	459,927	644,253	184,326	40.08%
ECONOMIC DEVELOPMENT	748,502	871,968	878,398	883,140	4,742	0.54%
FIRE DEPARTMENT	13,484,962	14,209,940	14,023,891	14,249,590	225,699	1.61%
PARKS REVENUES	(173,325)	(171,201)	(206,400)	(207,920)	(1,520)	-0.74%
PLANNING DEPARTMENT	377,437	519,744	461,115	508,236	47,121	10.22%
Total Community Services:	17,205,737	19,185,032	18,995,084	20,016,103	1,021,019	5.38%
Corporate Services						
COUNCIL SECRETARIAT	343,688	364,169	384,103	390,016	5,913	1.54%
CUSTOMER SERVICE CENTRE	280,097	321,875	316,756	328,701	11,945	3.77%
FINANCIAL SERVICES	1,511,167	1,521,679	1,624,753	1,580,240	(44,513)	-2.74%
HUMAN RESOURCES	831,184	1,082,194	1,112,129	1,249,598	137,469	12.36%
INFORMATION SYSTEMS	1,131,876	1,370,462	1,816,704	1,822,633	5,929	0.33%
LEGAL DEPARTMENT - GENERAL	494,089	437,073	433,693	506,327	72,634	16.75%
LEGAL DEPARTMENT - POA	(302,001)	94,352	(32,087)	43,424	75,511	235.33%
Total Corporate Services:	4,290,100	5,191,804	5,656,051	5,920,939	264,888	4.68%
General Government Activities						
FINANCIAL EXPENSES	21,752,906	21,011,979	21,425,472	20,791,235	(634,237)	-2.96%
GENERAL REVENUES	(107,815,029)	(114,190,507)	(12,545,457)	(12,346,004)	199,453	1.59%
MAYOR & COUNCIL	412,323	441,604	530,280	567,953	37,673	7.10%
OFFICE OF THE CAO	481,851	519,477	497,918	484,150	(13,768)	-2.77%
Total General Government Activities:	(85,167,949)	(92,217,447)	9,908,213	9,497,334	(410,879)	-4.15%
Infrastructure and Operations						
AQUATIC CENTRE	211,134	298,033	358,645	278,656	(79,989)	-22.30%
CITY HALL FACILITIES	812,584	966,849	799,457	832,197	32,740	4.10%
ENGINEERING SERVICES	796,874	1,133,930	940,291	946,543	6,252	0.66%
ENVIRONMENTAL SERVICES	693,278	865,615	919,026	1,001,328	82,302	8.96%
FLEET MANAGEMENT	0	41,726	0	0	0	0.00%
KINGS LANDING	1,879	6,970	1,138	2,252	1,114	97.89%
MARINA	0	2,676	0	0	0	0.00%
PARKING OPERATIONS	46,992	25,040	(108,374)	6,080	114,454	105.61%
PARKS - OPERATIONS	3,872,931	3,933,691	4,053,823	4,167,294	113,471	2.80%
ROADS DEPARTMENT	8,812,715	8,647,497	9,226,726	9,334,714	107,988	1.17%
STORM SEWERS	633,737	670,656	583,970	611,651	27,681	4.74%
TRANSIT	4,367,541	4,722,290	4,485,868	4,933,772	447,904	9.98%
WORKS DEPT ADMINISTRATION	658,889	736,156	765,161	747,043	(18,118)	-2.37%
Total Infrastructure and Operations:	20,908,554	22,051,129	22,025,731	22,861,530	835,799	3.79%
Service Partners						
INVEST NORTH BAY DEVELOPMENT CORPORATION	140,000	25,000	25,000	10,000	(15,000)	-60.00%
SERVICE PARTNERS	42,623,559	44,407,848	44,489,533	47,459,292	2,969,759	6.68%
Total Service Partners:	42,763,559	44,432,848	44,514,533	47,469,292	2,954,759	6.64%
Levy Grand Total:	1	(1,356,634)	101,099,612	105,765,198	4,665,586	4.61%

* Actuals subject to year-end adjustments and accrual

** Totals may vary slightly from computer generated budget reports due to rounding



Council Meeting

Resolution Number 2023-120
Title: General Government Committee Report No. 2023-06
Date: Tuesday, March 14, 2023

That General Government Committee Report No. 2023-06 relating to:
- 2023 Gross Operating Expenses included in the Operating Budget
be adopted as presented.

General Government Committee Report No. 2023-06

March 14, 2023

To The Council
Of The Corporation
Of The City Of North Bay

Your Worship and Councillors:

The General Government Committee presents Report No. 2023-06 and recommends:

That:

1. The 2023 Gross Operating Expenses included in the Operating Budget in the amount of \$137,631,171 (save and except the City's share of the District of Nipissing Social Services Administration Board levy of \$13,713,389; the City's share of the North Bay Parry Sound District Health Unit's levy of \$1,638,765; and the City's 2023 Hardship Program of \$100,000) be approved.
2. The 2023 Tax Levy of \$105,765,198 as summarized in attached Appendix A be approved.
3. The Chief Financial Officer be authorized to process all transfers to and from reserve funds included in the 2023 Operating Budget.
4. The Chief Financial Officer be authorized to transfer \$16,121,349 from the Operating Fund to the Capital Fund to finance approved capital projects that would otherwise require debenture issuance to fund (Net Capital Levy in Operating

Budget). This is often referred to as the "Pay As You Go" funding for capital projects.

5. That a public meeting be held regarding the proposed user fees for a permit parking program on the west side of Second Avenue between Ferguson Street and Fraser Street.

All of which is respectfully submitted.

Appendix A - 2023 Operating Budget

Record of Vote Upon the Request of Councillor Mayne:

Yeas: Councillors Mayne, Gardiner, Lowery, Bain, Mallah, Horsfield, Inch, King and Mayor Chirico.

Nays: Councillors Vrebosch and King.

Carried

Karen McIsaac

Karen McIsaac, City Clerk

General Government Committee Report No. 2023-07

March 14, 2023

To The Council
Of The Corporation
Of The City Of North Bay

Your Worship and Councillors:

The General Government Committee presents Report No. 2023-07 and recommends:

1. That the City of North Bay's share of the District of Nipissing Social Services Administration Board's (DNSSAB) 2023 levy in the amount of \$13,634,364 (save and except the City's Share of the DNSSAB's Healthy Communities Fund of \$79,025) be approved.

All of which is respectfully submitted.



Council Meeting

Resolution Number 2023-121
Title: General Government Committee Report No. 2023-07
Date: Tuesday, March 14, 2023

That General Government Committee Report No. 2023-07 relating to:
- 2023 District of Nipissing Social Services Administration Board Operating Budget except for Healthy Community's Fund
be adopted as presented.

General Government Committee Report No. 2023-07

March 14, 2023

To The Council
Of The Corporation
Of The City Of North Bay

Your Worship and Councillors:

The General Government Committee presents Report No. 2023-07 and recommends:

- 1. That the City of North Bay's share of the District of Nipissing Social Services Administration Board's (DNSSAB) 2023 levy in the amount of \$13,634,364 (save and except the City's Share of the DNSSAB's Healthy Communities Fund of \$79,025) be approved.

All of which is respectfully submitted.

Karen McIsaac

Carried

Karen McIsaac, City Clerk

General Government Committee Report No. 2023-08

March 14, 2023

To The Council
Of The Corporation
Of The City Of North Bay

Your Worship and Councillors:

The General Government Committee presents Report No. 2023-08 and recommends:

1. That the City of North Bay's share of the District of Nipissing Social Services Administration Board's 2023 Healthy Communities Fund of \$79,025 be approved.

All of which is respectfully submitted.



Council Meeting

Resolution Number 2023-122
Title: General Government Committee Report No. 2023-08
Date: Tuesday, March 14, 2023

That General Government Committee Report No. 2023-08 relating to:

- District of Nipissing Social Services Administration Board 2023 Healthy Community's Fund

be adopted as presented.

General Government Committee Report No. 2023-08

March 14, 2023

To The Council
Of The Corporation
Of The City Of North Bay

Your Worship and Councillors:

The General Government Committee presents Report No. 2023-08 and recommends:

1. That the City of North Bay's share of the District of Nipissing Social Services Administration Board's 2023 Healthy Communities Fund of \$79,025 be approved.

All of which is respectfully submitted.

Carried

Karen McIsaac

Karen McIsaac, City Clerk

General Government Committee Report No. 2023-09

March 14, 2023

To The Council
Of The Corporation
Of The City Of North Bay

Your Worship and Councillors:

The General Government Committee presents Report No. 2023-09 and recommends:

1. That the City of North Bay's share of the North Bay Parry Sound District Health Unit's 2023 levy of \$1,638,765 be approved.

All of which is respectfully submitted.



Council Meeting

Resolution Number 2023-123
Title: General Government Committee Report No. 2023-09
Date: Tuesday, March 14, 2023

That General Government Committee Report No. 2023-09 relating to:

- 2023 Health Unit Operating Budget

be adopted as presented.

General Government Committee Report No. 2023-09

March 14, 2023

To The Council
Of The Corporation
Of The City Of North Bay

Your Worship and Councillors:

The General Government Committee presents Report No. 2023-09 and recommends:

1. That the City of North Bay's share of the North Bay Parry Sound District Health Unit's 2023 levy of \$1,638,765 be approved.

All of which is respectfully submitted.

Carried

Karen McIsaac

Karen McIsaac, City Clerk

General Government Committee Report No. 2023-10

March 14, 2023

To The Council
Of The Corporation
Of The City Of North Bay

Your Worship and Councillors:

The General Government Committee presents Report No. 2023-10 and recommends:

1. That the City of North Bay's 2023 Hardship Program in the amount of \$100,000 be approved.

All of which is respectfully submitted.



Council Meeting

Resolution Number 2023-124
Title: General Government Committee Report No. 2023-10
Date: Tuesday, March 14, 2023

That General Government Committee Report No. 2023-10 relating to:

- City of North Bay’s 2023 Hardship Program

be adopted as presented.

General Government Committee Report No. 2023-10

March 14, 2023

To The Council
Of The Corporation
Of The City Of North Bay

Your Worship and Councillors:

The General Government Committee presents Report No. 2023-10 and recommends:

1. That the City of North Bay’s 2023 Hardship Program in the amount of \$100,000 be approved.

All of which is respectfully submitted.

Carried

Karen McIsaac

Karen McIsaac, City Clerk



COMMUNITY SERVICES

2023 OPERATING BUDGET



Business Unit Summary

Budget Year: 2023

YTD End Date: December 2022

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
Community Services						
ARENA SERVICES	1,429,765	2,320,409	2,145,325	2,517,313	371,988	17.34%
ARTS, CULTURE & RECREATION	1,004,043	911,492	1,122,452	1,313,099	190,647	16.98%
BUILDING	80,763	98,826	110,376	108,392	(1,984)	-1.80%
COMMUNITY SERVICES ADMIN	253,590	423,854	459,927	644,253	184,326	40.08%
ECONOMIC DEVELOPMENT	748,502	871,968	878,398	883,140	4,742	0.54%
FIRE DEPARTMENT	13,484,962	14,209,940	14,023,891	14,249,590	225,699	1.61%
PARKS REVENUES	(173,325)	(171,201)	(206,400)	(207,920)	(1,520)	-0.74%
PLANNING DEPARTMENT	377,437	519,744	461,115	508,236	47,121	10.22%
Total:	17,205,737	19,185,032	18,995,084	20,016,103	1,021,019	5.38%
Grand Total:	17,205,737	19,185,032	18,995,084	20,016,103	1,021,019	5.38%

Business Unit Overview - 2023 Budget

Community Services

2023 Business Unit Pressures:

The 2023 budget includes the cost to deliver existing service levels to taxpayers. Departments included in this business unit remain focused on returning services to pre-pandemic levels. A significant portion of the overall net increase of \$1,021,019 or 5.38% over 2022 is a result of changes in contractual obligations, phase-in of annualized positions, and a phase out of COVID-19 reserve support. Highlights to note are as follows:

- **Personnel Costs - \$547,647** - Personnel costs include 2023 phase-in of annualized positions and anticipated contractual salary & benefits increases, totalling \$547,647. Approved Union Contracts are in effect until December 31, 2024, as well as the approved Non-Union Salary By-law. The Fire Collective Agreement was finalized in 2020 for fiscal years 2021 to 2025. Student wages have been adjusted to the new Provincial Minimum Wage rate.

Benefits include items such as Employment Insurance, Canada Pension Plan, WSIB, OMERS, EHT, LTD, Life, AD&D, dental and major medical. Effective November 1st, group benefit rates increased by 7.1%. The new rates have been reflected in the enclosed budget.

Project/capital wage costs are presented in this budget and are offset with revenues transferred from the Capital budget (line #0460) or various grants.
- **Utilities - \$274,755** - Historical trends, current projections, anticipated usage, and future rates are used to project utility costs. Natural Gas rates have continued to increase since January 2021 (i.e. \$0.13 cents/m³ to current \$0.31 cents/m³). Natural Gas budgets were based on projections plus an 8.3% increase over 2022 (3-year average). Conservatively, Hydro budgets were based on using estimated usage with a zero percent increase.
- **Insurance - \$33,279** - At the time of establishing the 2023 budget, insurance costs were estimated to increase by 10% upon renewal. The City's insurance period is from May to April. Therefore, the first 4 months of 2023 was known, and the increase was applicable to the remaining 8 months.
- **Fuel - \$33,017** - The fuel budget was set based on expected usage at an estimated combined weighted average rate of \$1.748 per litre (2022 6-month average) plus the increase in carbon tax as of April of 2023 at \$0.0326 per litre, totalling \$1.78 per litre. Under the terms of the current contract, the City pays pricing based on the Ultramar Daily Toronto Rack Rate. The budgeted fuel rates exclude the provincial fuel taxes of 5.7 cents and 5.3 cents (Diesel) per litre which was temporarily suspended by the provincial government in 2022 and is now extended until December 31, 2023.
- **Community Programs - \$80,000** – Council approved a Service Level Change to increase Event Hosting Programming by \$50,000. Additionally, the 2023 budget includes \$30,000 to support Active Transportation programs.
- **Transfer from Reserves - \$194,634** - For the 2022 budget it was anticipated that the City would experience some revenue recovery over 2021 but not yet to pre-pandemic levels. The 2022 budget contained \$440,000 use of reserve funding from the Tax Rate Stabilization Reserve of which \$225,151 was allocated to Community Services. The 2023 budget does not have any provision for reserve funding for COVID-19 related losses.

-
- **Arena Revenues - Ice Rentals - (\$171,000)** - The pandemic caused significant decreases in facility rentals resulting in reductions to user fee revenues. The enclosed budget assumes that 2023 will experience a recovery of Arena revenues.
 - **Building - Zero Cost Center - \$0** - Over the past two years, the City has experienced record-breaking construction values. Under the Building Code Act, the department must be self sustaining and is budgeted accordingly as a zero-cost center. Annual budgets are based on an average year. All realized surpluses are transferred to the Building Services Reserve Fund at year-end and any shortfalls are funded from the reserve fund.
 - **Service Level Changes (SLC):**
 - ACRS - Arts & Cultural Programming
 - ACRS - Event Hosting Programming
 - ACRS - Dionne Quints Heritage Board Capital Improvements
 - Building - Building/Property Standards – 2 Fleet Vehicles
 - Building – Property Standards - In camera

Activity Summary Overview - 2023 Budget

Arena Services

Positions – Memorial Gardens, Pete Palangio, West Ferris:

Full Time Staff	2022 FTE	2023 FTE
Manager, Sports & Events	0.80	0.80
Admin Assistant	2.00	2.00
Supervisor, Arenas	2.00	2.00
Arena Maintenance Person	13.00	13.00
Information Systems Tech – Contract*	1.00	0.00
AV Technician*	0.00	1.00
Total Full Time	18.80	18.80
Part Time Staff		
Arena Maintenance Person, PT	1.60	1.60
Admin Assistant, PT	0.26	0.26
Rink Attendant	3.68	3.68
Office Worker	0.66	0.66
Skate Patrol	0.14	0.14
Event Staff Coordinator	0.09	0.09
Event Staff**	0.81	0.81
Timekeeper	0.08	0.08
P.A. Technician	0.08	0.08
Zamboni Driver, PT	0.08	0.08
Total Part Time	7.48	7.48
Total Arena Staff	26.28	26.28

Note: * Partially funded by the Capital Budget and third parties such as the Battalion

** Partially funded by third parties such as the Battalion

Memorial Gardens

This budget provides for the operations, maintenance, and administration of the community facility. In addition, it provides for the cost of operating and running various major indoor city sports, ice rentals, events, and attractions. Management of lease agreements with various organizations such as Battalion OHL Hockey, Men's Lakers Hockey, Women's Lakers Hockey, and the Figure Skating Club.

Revenue Generating Activities and Contracts:

2021-2022 Season

- 1) Battalion Season – 35 games
- 2) Men's Lakers - 14 games
- 3) Women's Lakers- 14 games
- 4) Bar – Battalion
- 5) Concessions – Battalion
- 6) Box Office – Battalion

2022-2023 Season

- 1) Battalion Season - 35 games
- 2) Men's Lakers - 14 games
- 3) Women's Lakers- 14 games
- 4) Bar - Battalion
- 5) Concessions – Battalion
- 6) Box Office – Battalion

Pete Palangio

To provide for the management of the day-to-day operation, maintenance and administration of a twin pad arena operating for 10 months of the year. Activities range from ice rentals, meeting room bookings and event related activity rentals.

West Ferris

To provide for the management of the day-to-day operation, maintenance and administration of an arena, auditorium, and boardroom. Activities include ice rentals, auditorium, and boardroom bookings. In addition, it includes the management of lease agreements with various organizations such as North Bay Minor Hockey Association, West Ferris Ringette Association, Girls Hockey, Youth Soccer, and the North Bay U18 Trappers.

The condition assessment of the West Ferris building structure identified that the roof trusses have exceeded their design service life, but increased monitoring should allow for the operation of the facility in the short term.

For more information go to:

<https://www.northbay.ca/our-community/sports-facilities/arenas/>

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): *Community Services*

Division(s): *ARENA SERVICES*

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	872,507	961,232	1,122,732	1,178,468	55,736	4.96 %
1002 TEMPORARY SALARIES	166,368	232,104	279,930	287,285	7,355	2.63 %
1003 SHIFT PREMIUM	14,173	15,645	15,377	15,377	0	0.00 %
1101 OVERTIME FULLTIME	45,862	70,671	41,147	40,147	(1,000)	-2.43 %
1102 OVERTIME PART TIME	4,487	2,826	0	0	0	0.00 %
1201 VACATION other	1,621	2,342	0	0	0	0.00 %
1202 VACATION	53,424	48,323	13,079	11,764	(1,315)	-10.05 %
1203 COMPASSIONATE LEAVE	1,310	2,372	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	36,081	40,253	0	1,000	1,000	100.00 %
1207 SICK LEAVE	78,287	42,709	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	40	80	0	0	0	0.00 %
1401 TRAINING & SAFETY	4,515	5,131	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	349,301	377,231	377,146	418,300	41,154	10.91 %
1802 FRINGE BENEFITS-PARTTIME	27,508	36,455	47,994	59,414	11,420	23.79 %
PERSONNEL TOTAL	1,655,484	1,837,374	1,897,405	2,011,755	114,350	6.03 %
GOODS & SERVICES						
2401 GAS FUEL	659	1,085	764	1,039	275	35.99 %
2601 OFFICE SUPPLIES	3,990	3,075	5,500	5,500	0	0.00 %
2615 JANITORIAL SUPPLIES	8,903	17,555	35,110	35,110	0	0.00 %
2650 CLOTHING / UNIFORM	5,114	5,952	9,250	9,250	0	0.00 %
2655 SAFETY SUPPLIES	331	0	331	331	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	2,328	2,592	4,015	4,015	0	0.00 %
2701 HYDRO	425,321	479,824	533,989	500,551	(33,438)	-6.26 %
2705 NATURAL GAS	301,392	590,250	274,055	562,317	288,262	105.18 %
2715 WATER	43,360	65,865	69,240	67,822	(1,418)	-2.05 %
2720 MUNICIPAL TAXES	3,757	676	3,935	703	(3,232)	-82.13 %
2999 MISCELLANEOUS SUPPLIES	984	1,088	0	0	0	0.00 %
3001 POSTAGE	8	4	600	250	(350)	-58.33 %
3005 COURIER & DELIVERY	0	7	0	0	0	0.00 %
3010 TELEPHONE	13,274	16,196	16,900	16,900	0	0.00 %
3035 MILEAGE	2,032	1,526	5,200	5,200	0	0.00 %
3045 CONFERENCES & SEMINARS	0	0	2,000	4,000	2,000	100.00 %
3055 MEETING COSTS	151	468	500	500	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	770	883	2,200	2,200	0	0.00 %
3070 TRAINING	5,165	3,151	13,750	11,750	(2,000)	-14.55 %
3080 ADVERTISING & PROMOTION	132	6,068	7,000	7,000	0	0.00 %
3099 MISC ADMIN EXPENSES	270	3,913	1,200	1,200	0	0.00 %
3305 BUILDING MAINTENANCE	62,468	75,735	97,000	97,000	0	0.00 %

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): *Community Services*

Division(s): *ARENA SERVICES*

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	47,719	46,306	57,045	57,045	0	0.00 %
3315 VEHICLE MAINTENANCE	26,438	56,342	33,000	38,000	5,000	15.15 %
3317 ICE PLANT MAINTENANCE	28,694	24,894	47,000	45,000	(2,000)	-4.26 %
3401 STREET GARBAGE CONTRACT	4,574	5,055	16,200	16,200	0	0.00 %
3445 SNOW REMOVAL CONTRACT	67,964	71,645	116,000	116,000	0	0.00 %
3460 BRINKS COURIER	1,006	1,907	2,000	2,000	0	0.00 %
3499 MISC CONTRACTS	7,969	40,157	17,500	21,500	4,000	22.86 %
3601 INSURANCE PREMIUMS	102,550	119,129	112,110	134,551	22,441	20.02 %
GOODS & SERVICES TOTAL	1,167,323	1,641,348	1,483,394	1,762,934	279,540	18.84 %
FINANCIAL EXPENSES						
4015 DEBENTURE PRINCIPAL	221,988	266,385	266,385	266,385	0	0.00 %
4020 DEBENTURE INTEREST	77,884	81,376	81,920	75,961	(5,959)	-7.27 %
4101 BANK CHARGES	6,749	11,531	6,100	8,100	2,000	32.79 %
4110 CASH OVER / SHORT	0	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	306,621	359,292	354,405	350,446	(3,959)	-1.12 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	20,820	25,803	55,000	55,000	0	0.00 %
5115 TRANSFER TO RESERVE FUND	69,710	240,490	269,500	266,000	(3,500)	-1.30 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	90,530	266,293	324,500	321,000	(3,500)	-1.08 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	84,471	84,471	84,472	91,373	6,901	8.17 %
INTERNAL TRANSFERS TOTAL	84,471	84,471	84,472	91,373	6,901	8.17 %
EXPENSE TOTAL	3,304,429	4,188,778	4,144,176	4,537,508	393,332	9.49 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	25,000	25,000	25,000	25,000	0	0.00 %
0470 TSF FROM RESERVE FUND	1,012,324	250,000	428,651	250,000	(178,651)	-41.68 %
0472 REIMB - CUPE BENEFITS	734	1,740	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	2,645	5,690	0	0	0	0.00 %
0479 REIMBURSEMENTS	32,453	51,229	53,251	61,397	8,146	15.30 %
0480 SUNDRY REVENUE	2,015	13,975	7,500	7,500	0	0.00 %
0484 TICKET SURCHARGE	69,710	240,490	269,500	266,000	(3,500)	-1.30 %
0890 ATM REVENUE	926	3,514	3,300	3,500	200	6.06 %
0919 VENDING MACHINE SALES	800	2,081	2,500	2,200	(300)	-12.00 %
0931 PUBLIC SKATING	3,552	6,347	7,450	7,700	250	3.36 %
0932 ARENA BUILDING RENTALS	6,252	41,776	23,700	23,900	200	0.84 %
0933 ARENA ICE RENTALS	593,269	1,151,834	1,062,000	1,233,000	171,000	16.10 %
0939 ARENA MISC. REVENUES	124,988	104,003	116,000	140,000	24,000	20.69 %
REVENUE TOTAL	1,874,668	1,897,679	1,998,852	2,020,197	21,345	1.07 %
GRAND TOTAL:	1,429,761	2,291,099	2,145,324	2,517,311	371,987	17.34 %

Activity Summary Overview – 2023 Budget

Arts, Culture, & Recreation Services

To provide personnel and administration support for the Arts, Culture, and Recreation Services Department (ACRS).

Positions:

	2022 FTE	2023 FTE
Community Development Coordinator	1.00	1.00
Community Events Facilitator	1.00	1.00
Administrative Assistant	1.44	1.44
Culture and Recreation Programmer	1.00	1.00
Youth Centre*	0.80	0.80
After School Program Supervisor *	0.84	0.84
After School Programmer*	1.14	1.14
Beach Director	0.27	0.27
Beach Staff	2.75	2.75
Totals	10.24	10.24

Note:

* Programs funded wholly or partially through other funding sources

Arts and Culture - Work with Creative Industries and other Arts and Culture Sector organizations to enhance and support Arts and Culture initiatives within the City. Work towards implementing North Bay's Cultural Plan to facilitate cultural growth and awareness in the community. Initiatives include Culture Days and educational Cultural sessions and events.

Work closely with the Public Arts Advisory Committee to develop a Public Art Policy for the City as a means of enhancing & supporting the Arts and Culture Sector of the City.

Trails and Active Transportation - Work with other municipal department representatives and the Active Transportation Advisory Committee to implement the actions identified in the City's Active Transportation Master Plan. Initiatives include the development of trails, sidewalks, multiuse pathways, bike routes, safety education, mapping, etc. Increase awareness across departmental operations with respect to future developments of the City's Active Transportation Master Plan. Identify and prepare funding applications to support Active Transportation projects.

Community Event Hosting Program - Through the Community Event Hosting Program the ACRS Department works in partnership with community groups and organizations as a means of supporting and growing local events and activities within the City (i.e. Armed Forces Day, Bay Days, Rib Fest, Culture Days, Bay Block Party, etc.).

The ACRS Department also acts as a resource to community event organizers by providing advice regarding event planning.

ACRS Events - Facilitated by municipal staff through a community based organizing committee. Budget amounts represent City of North Bay's contribution for events such as Canada Day, Santa Claus Parade and Families First. The Department also organizes Concerts in the Park, Movie in the Park, and Cultural events during the summer months.

Community Development - Work with neighborhoods, organizations, and groups to facilitate and support positive recreational programs and services.

Work with the community to engage neighborhoods for the purpose of park development/new equipment or plans such as the Active Transportation Master Plan, Parks Master Plan, Age Friendly Action Plan, and the North Bay Cultural Plan.

Work closely and in partnership with local service groups and organizations (i.e. Rotary, YMCA, etc.) to develop joint recreational opportunities, facilities and services in the City.

Development and management of City Agreements with Rotary Clubs, Creative Industries, Dionne Quints Heritage Board, Heritage North Bay, YMCA of North Eastern Ontario, District School Boards, Golden Age Club and the North Bay and District Humane Society.

Park Bookings/Vendors - The administrative booking of 73 parks and 31 buildings. Revenues collected for bookings are shown in the Parks Revenue section. The ACRS department includes revenues from bookings and agreements for park vendors and Midways.

Recreation Programs - Includes Youth Centres, After School Programs and beach swimming lessons. These programs are coordinated by ACRS staff on a cost recovery basis. Some of these programs are contingent on the receipt of grant funding.

The ACRS Department also provides supervision/staffing for the City's 10 outdoor rinks and trail.

Beach Program - The purpose of the Beach Program is to provide lifeguards and instructors for aquatics programs at City beaches and to encourage safe and responsible use of City beaches.

Locations include: The Cove, Olmsted Beach, and Waterfront Beach.

For more information go to:

<https://www.northbay.ca/city-government/departments/arts-culture-recreation/>

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): *Community Services*

Division(s): *ARTS, CULTURE & RECREATION*

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	335,828	227,900	260,401	275,906	15,505	5.95 %
1002 TEMPORARY SALARIES	102,441	88,888	195,392	201,296	5,904	3.02 %
1003 SHIFT PREMIUM	16	0	0	0	0	0.00 %
1101 OVERTIME FULLTIME	0	2,570	0	0	0	0.00 %
1102 OVERTIME PART TIME	0	1,288	0	0	0	0.00 %
1202 VACATION	11,952	7,180	8,254	8,498	244	2.96 %
1203 COMPASSIONATE LEAVE	0	475	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	3,397	2,644	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	101,399	82,541	90,474	101,139	10,665	11.79 %
1802 FRINGE BENEFITS-PARTTIME	17,904	17,893	29,437	31,454	2,017	6.85 %
PERSONNEL TOTAL	572,937	431,379	583,958	618,293	34,335	5.88 %
GOODS & SERVICES						
2401 GAS FUEL	0	91	204	204	0	0.00 %
2601 OFFICE SUPPLIES	448	14,316	6,500	6,500	0	0.00 %
2645 RECREATIONAL SUPPLIES	15,014	15,768	7,000	17,000	10,000	142.86 %
2699 MISC GENERAL SUPPLIES	3,442	45,007	15,547	55,047	39,500	254.07 %
2999 MISCELLANEOUS SUPPLIES	0	697	1,000	1,000	0	0.00 %
3001 POSTAGE	580	658	2,500	2,500	0	0.00 %
3010 TELEPHONE	4,255	5,179	6,000	6,000	0	0.00 %
3014 TELECOMMUNICATIONS	0	153	200	200	0	0.00 %
3035 MILEAGE	0	117	3,000	3,000	0	0.00 %
3045 CONFERENCES & SEMINARS	213	0	3,000	3,000	0	0.00 %
3050 RECEPTIONS	0	616	0	0	0	0.00 %
3055 MEETING COSTS	59	546	1,400	1,400	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	264	2,172	3,700	3,700	0	0.00 %
3070 TRAINING	0	190	3,500	3,500	0	0.00 %
3080 ADVERTISING & PROMOTION	7,340	12,044	39,400	49,900	10,500	26.65 %
3085 OUTSIDE PRINTING	4,579	0	28,000	28,000	0	0.00 %
3099 MISC ADMIN EXPENSES	40	2,334	4,000	4,000	0	0.00 %
3205 VEHICLE LEASE/RENTAL	0	2,728	3,800	3,800	0	0.00 %
3229 PORTABLE TOILETS	0	295	0	0	0	0.00 %
3492 EVENT CONTRIBUTIONS	2,000	0	10,000	10,000	0	0.00 %
3499 MISC CONTRACTS	0	113,365	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	0	11,291	10,000	15,000	5,000	50.00 %
3930 COMMUNITY PROGRAMS	101,118	124,883	168,000	248,000	80,000	47.62 %
3999 MISC SERVICES & RENTS	7,675	17,743	1,100	1,100	0	0.00 %
GOODS & SERVICES TOTAL	147,027	370,193	317,851	462,851	145,000	45.62 %
FINANCIAL EXPENSES						
4101 BANK CHARGES	0	0	0	0	0	0.00 %

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Community Services

Division(s): ARTS, CULTURE & RECREATION

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
4110 CASH OVER / SHORT	0	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	0	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	0	1,000	1,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	0	1,000	1,000	0	0.00 %
SERVICE PARTNERS						
6066 HUMANE SOCIETY	373,529	377,265	377,264	381,037	3,773	1.00 %
6099 TRANSFER TO AGENCIES-MISC	0	0	0	15,000	15,000	100.00 %
SERVICE PARTNERS TOTAL	373,529	377,265	377,264	396,037	18,773	4.98 %
EXPENSE TOTAL	1,093,493	1,178,837	1,280,073	1,478,181	198,108	15.48 %
REVENUE						
0435 SPONSORSHIP	450	48,942	0	5,000	5,000	100.00 %
0470 TSF FROM RESERVE FUND	0	0	40,000	35,000	(5,000)	-12.50 %
0479 REIMBURSEMENTS	0	1,046	0	0	0	0.00 %
0480 SUNDRY REVENUE	0	17,000	0	0	0	0.00 %
0506 MINISTRY OF HEALTH	57,782	15,262	79,022	81,781	2,759	3.49 %
0599 MISC. PROVINCIAL GRANTS	0	8,687	0	0	0	0.00 %
0620 CANADA DAY GRANT	8,000	10,000	6,700	6,700	0	0.00 %
0621 SUMMER STUD PROG GRANT	20,123	9,623	0	0	0	0.00 %
0820 REGISTRATION FEES	0	58,234	3,800	3,800	0	0.00 %
0940 PARK VENDOR REVENUE	3,093	235	4,100	4,100	0	0.00 %
0953 MIDWAY	0	46,674	0	0	0	0.00 %
0974 CO-OP ADVERTISING	0	0	24,000	24,000	0	0.00 %
0995 DONATIONS / GRANTS	0	0	0	4,700	4,700	100.00 %
0999 TRADE SHOW EXHIBITORS	0	26,135	0	0	0	0.00 %
REVENUE TOTAL	89,448	241,838	157,622	165,081	7,459	4.73 %
GRAND TOTAL:	1,004,045	936,999	1,122,451	1,313,100	190,649	16.99 %

Activity Summary Overview - 2023 Budget

Building

Building Services forms part of the Planning and Building Services Department. Building Services facilitates development through the issuance of building permits and administers and enforces the Building Code Act by issuing permits, conducting building inspections, plumbing inspections, and keeping records according to the related City of North Bay By-Laws.

In addition, Building Services also administers the Property Standards By-law, Vacant Building By-law, Short-Term Rental By-law & the Property Standards Committee.

Positions:

	2022 FTE	2023 FTE
Manager, Planning & Building Services	0.40	0.40
Chief Building Official/Chief Plan Examiner	1.00	1.00
Plan Examiner	1.00	1.00
Building Inspector	4.00	4.00
Property Standards Officer - Contract	1.00	1.00
Administrative Assistant - Building	1.00	1.00
Junior Plan Examiner	1.00	1.00
Totals	9.40	9.40

For more information go to:

<https://www.northbay.ca/city-government/departments/building-services/>



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): *Community Services*

Division(s): *BUILDING*

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	413,004	491,098	607,095	703,970	96,875	15.96 %
1002 TEMPORARY SALARIES	62,883	78,164	81,290	0	(81,290)	-100.00 %
1010 MODIFIED/ACCOMMODATED	8,153	0	0	0	0	0.00 %
1101 OVERTIME FULLTIME	0	8,477	0	5,000	5,000	100.00 %
1202 VACATION	3,680	(2,737)	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	299	0	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	0	50	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	142,211	170,992	195,294	233,849	38,555	19.74 %
1802 FRINGE BENEFITS-PARTTIME	17,744	19,879	20,301	0	(20,301)	-100.00 %
PERSONNEL TOTAL	647,974	765,923	903,980	942,819	38,839	4.30 %
GOODS & SERVICES						
2401 GAS FUEL	0	0	0	7,000	7,000	100.00 %
2601 OFFICE SUPPLIES	2,498	3,581	2,500	2,700	200	8.00 %
2650 CLOTHING / UNIFORM	1,229	1,841	2,425	2,625	200	8.25 %
2655 SAFETY SUPPLIES	73	296	100	100	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	405	1,472	1,410	1,880	470	33.33 %
2699 MISC GENERAL SUPPLIES	140	0	0	0	0	0.00 %
3001 POSTAGE	1,270	1,547	1,200	1,300	100	8.33 %
3010 TELEPHONE	3,900	3,364	4,150	4,150	0	0.00 %
3014 TELECOMMUNICATIONS	0	450	450	450	0	0.00 %
3035 MILEAGE	9,757	9,460	17,600	9,200	(8,400)	-47.73 %
3045 CONFERENCES & SEMINARS	148	5,404	9,500	9,500	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	3,223	4,537	4,300	4,300	0	0.00 %
3070 TRAINING	466	281	500	500	0	0.00 %
3130 CONSULTANT FEES	18,467	1,120	0	0	0	0.00 %
3145 REGISTRY OFFICE FEES	0	45	0	100	100	100.00 %
3340 SOFTWARE MAINTENANCE	0	0	0	2,120	2,120	100.00 %
3499 MISC CONTRACTS	180,958	10,727	5,000	5,000	0	0.00 %
GOODS & SERVICES TOTAL	222,534	44,125	49,135	50,925	1,790	3.64 %
FINANCIAL EXPENSES						
4101 BANK CHARGES	858	863	800	800	0	0.00 %
4110 CASH OVER / SHORT	0	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	858	863	800	800	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	3,258	0	1,250	1,500	250	20.00 %
5115 TRANSFER TO RESERVE FUND	550,690	1,218,005	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	553,948	1,218,005	1,250	1,500	250	20.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	0	0	0	15,154	15,154	100.00 %



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): *Community Services*

Division(s): *BUILDING*

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
7010 ADMINISTRATION & OVERHEAD	271,252	280,000	280,000	280,000	0	0.00 %
INTERNAL TRANSFERS TOTAL	271,252	280,000	280,000	295,154	15,154	5.41 %
EXPENSE TOTAL	1,696,566	2,308,916	1,235,165	1,291,198	56,033	4.54 %
REVENUE						
0408 SHORT TERM RENTAL LICENSE	0	0	0	18,000	18,000	100.00 %
0409 RES RENTAL HOUSING LICENSE	2,400	3,240	3,000	3,000	0	0.00 %
0411 BUILDING PERMIT FEES	1,396,875	2,166,320	800,000	800,000	0	0.00 %
0427 VACANT BUILDINGS BY-LAW	0	3,800	0	3,000	3,000	100.00 %
0470 TSF FROM RESERVE FUND	0	0	293,790	330,807	37,017	12.60 %
0479 REIMBURSEMENTS	181,940	10,821	0	0	0	0.00 %
0850 ADMIN FEES	166	0	0	0	0	0.00 %
0851 INQUIRY FEES	34,420	26,400	28,000	28,000	0	0.00 %
REVENUE TOTAL	1,615,801	2,210,581	1,124,790	1,182,807	58,017	5.16 %
GRAND TOTAL:	80,765	98,335	110,375	108,391	(1,984)	-1.80 %

Activity Summary Overview – 2023 Budget

Community Services Admin

Community Services plays an integral role in the lives of those who work, live, and play in the City of North Bay. Creating and facilitating indoor and outdoor sport and recreation facilities, facilitating, and promoting events, and delivering planning and building services are key objectives of Community Services.

The Director of Community Services provides overall leadership and direction for the department and ensures departmental alignment with the City’s strategies, priorities, budgets, and policies.

Community Services provides assistance to a variety of community partners through funding agreements, resource development and staff support.

Community Safety & Well-Being Planning is undertaken within Community Services in collaboration with community sectoral partners in mental health, addictions, and homelessness.

New funding opportunities through grants offered by senior levels of governments and organizations is facilitated for the City by Community Services.

Community Services considers the internal and external environment we operate within and our available resources to ensure we are aligned with the following corporate strategic priorities:

- Natural, North, and Near
- Affordable Balanced Growth
- Spirited Safe Community
- Economic Prosperity
- Responsible & Responsive Government

Positions:

	2022 FTE	2023 FTE
Director, Community Services	1.00	1.00
Grant Facilitator	1.00	1.00
Community Safety & Well-Being Planner*	0.00	1.00
Totals	2.00	3.00

Note:

* Community Safety & Well-Being Planner has moved from the Planning department to the Community Services Admin department.

For more information go to:

<https://www.northbay.ca/our-community/community-safety-and-well-being/>

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): *Community Services*

Division(s): *COMMUNITY SERVICES ADMIN*

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	216,069	291,716	294,434	355,193	60,759	20.64 %
1202 VACATION	8,445	(1,908)	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	60,818	87,872	89,401	109,947	20,546	22.98 %
PERSONNEL TOTAL	285,332	377,680	383,835	465,140	81,305	21.18 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	79	529	2,000	2,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	0	162	0	200	200	100.00 %
2699 MISC GENERAL SUPPLIES	0	1,223	5,500	2,000	(3,500)	-63.64 %
3010 TELEPHONE	971	1,534	1,500	1,500	0	0.00 %
3030 TRAVEL	25	0	6,500	6,500	0	0.00 %
3035 MILEAGE	0	0	2,500	2,500	0	0.00 %
3045 CONFERENCES & SEMINARS	0	1,379	3,000	3,000	0	0.00 %
3055 MEETING COSTS	0	0	5,000	5,000	0	0.00 %
3060 MEALS	85	0	2,000	2,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	814	570	0	2,000	2,000	100.00 %
3070 TRAINING	0	653	12,000	12,000	0	0.00 %
3099 MISC ADMIN EXPENSES	100	50	4,000	4,000	0	0.00 %
3130 CONSULTANT FEES	0	7,980	10,000	0	(10,000)	-100.00 %
3402 OPERATING CONTRACT	0	65,975	65,000	137,975	72,975	112.27 %
3455 SECURITY SERVICES	0	0	12,000	12,000	0	0.00 %
3492 EVENT CONTRIBUTIONS	0	640	3,000	0	(3,000)	-100.00 %
3499 MISC CONTRACTS	22,663	22,877	25,000	25,000	0	0.00 %
3930 COMMUNITY PROGRAMS	0	0	20,000	20,000	0	0.00 %
GOODS & SERVICES TOTAL	24,737	103,572	179,000	237,675	58,675	32.78 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	509	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	509	0	0	0	0.00 %
EXPENSE TOTAL	310,069	481,761	562,835	702,815	139,980	24.87 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	32,067	32,708	32,708	33,362	654	2.00 %
0470 TSF FROM RESERVE FUND	0	0	45,000	0	(45,000)	-100.00 %
7910 INTERNAL OVERHEAD REVENUE	24,413	25,200	25,200	25,200	0	0.00 %
REVENUE TOTAL	56,480	57,908	102,908	58,562	(44,346)	-43.09 %
GRAND TOTAL:	253,589	423,853	459,927	644,253	184,326	40.08 %

Activity Summary Overview – 2023 Budget

Economic Development

To provide for administration and program costs related to Economic Development activities that help facilitate employment and growth.

The department works with stakeholders on various community development initiatives such as workforce development and immigration, entrepreneurship and sector development, marketing, and promotion.

Services include assisting existing businesses, prospective investors, and community partners with business and community development projects such as:

- Investment attraction, development facilitation, and investment aftercare;
- Business retention and expansion;
- Government liaison to support business and help facilitate innovation and growth, market development, export, and trade opportunities;
- Municipal marketing, promotion, and community familiarization;
- Municipal industrial land sale marketing and facilitation;
- Sector specific capacity development initiatives;
- Film & TV production attraction, support, and municipal permit administration;
- Supporting workforce development, capacity, resiliency, job creation and skills building, including immigration and talent attraction;
- Support for small business and entrepreneurs (Small Business Enterprise Centre) and;
- Community development, capacity, and marketing partnership projects.

Positions:

	2022 FTE	2023 FTE
Manager Economic Development	1.00	1.00
Economic Development Officer (Business Retention & Expansion)	1.00	1.00
Economic Development Officer (Investment Attraction)	1.00	1.00
Economic Development Officer (Film & Television)	1.00	1.00
Economic Development Officer (Investment & Immigration)	1.00	1.00
Administrative Assistant	1.00	1.00
Totals	6.00	6.00

For more information go to:

<https://www.northbay.ca/city-government/departments/economic-development/>

<https://www.northbay.ca/business/>

<https://www.northbay.ca/business/start-grow-a-business/>

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): *Community Services*

Division(s): *ECONOMIC DEVELOPMENT*

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	455,857	517,628	517,552	513,940	(3,612)	-0.70 %
1202 VACATION	1,102	(772)	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	146,200	164,875	164,146	172,000	7,854	4.78 %
PERSONNEL TOTAL	603,159	681,731	681,698	685,940	4,242	0.62 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	2,397	3,641	4,000	4,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	153	168	200	200	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	158	173	0	0	0	0.00 %
2682 PROMOTIONAL SUPPLIES	0	3,129	3,500	4,000	500	14.29 %
3001 POSTAGE	18	46	200	200	0	0.00 %
3010 TELEPHONE	3,156	3,284	4,300	5,300	1,000	23.26 %
3014 TELECOMMUNICATIONS	0	2,045	700	700	0	0.00 %
3030 TRAVEL	285	14,200	10,000	15,000	5,000	50.00 %
3035 MILEAGE	538	1,239	2,500	2,500	0	0.00 %
3045 CONFERENCES & SEMINARS	2,365	4,460	4,000	4,000	0	0.00 %
3050 RECEPTIONS	914	3,929	4,500	4,500	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	3,651	3,299	3,800	3,800	0	0.00 %
3070 TRAINING	(255)	5,955	5,000	5,000	0	0.00 %
3080 ADVERTISING & PROMOTION	135,696	110,190	154,000	171,500	17,500	11.36 %
GOODS & SERVICES TOTAL	149,076	155,758	196,700	220,700	24,000	12.20 %
CAPITAL/RESERVE TRANSACTIONS						
5115 TRANSFER TO RESERVE FUND	0	23,254	0	0	0	0.00 %
5125 TRANSFER TO OTHER CAPITAL	8,385	14,617	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	8,385	37,871	0	0	0	0.00 %
EXPENSE TOTAL	760,620	875,360	878,398	906,640	28,242	3.22 %
REVENUE						
0470 TSF FROM RESERVE FUND	0	0	0	23,500	23,500	100.00 %
0479 REIMBURSEMENTS	0	280	0	0	0	0.00 %
0480 SUNDRY REVENUE	0	700	0	0	0	0.00 %
0699 MISC FEDERAL GRANTS	12,115	0	0	0	0	0.00 %
REVENUE TOTAL	12,115	980	0	23,500	23,500	100.00 %
GRAND TOTAL:	748,505	874,380	878,398	883,140	4,742	0.54 %

Activity Summary Overview – 2023 Budget

Fire and Emergency Services

North Bay Fire and Emergency Services (NBFES) provides an “all hazards” protection to 52,000 permanent residents and a full-time and part-time workforce in an area covering 314.9 sq. km. The Fire Service protects commercial and residential buildings, infrastructure, the city’s reputation, economy and most importantly people. We accomplish this through the 3 lines of defence: Education, Code Enforcement and Emergency Response. NBFES responds to various types of calls for service including, but not limited to, structure fires, car fires, motor vehicle collisions, medical emergencies, for the purposes of preventing loss of life and injury of citizens and visitors to the city, as well as reducing the loss of property due to fires and natural disasters. It is important to note the firefighters take on the additional responsibility and training of technical rescue thereby permitting NBFES to respond to hazardous materials calls, ice rescue, high angle and confined space emergencies (limited).

Emergency Response

Total Responses 2020	1804	
Total Responses 2021	1960	8% increase
➤ Fire Responses		
▪ Outdoor, structure, vehicle	82	
▪ Outdoor burning	116	
▪ Explosion/overpressure	2	
▪ Pre-Fire Conditions	89	
➤ Alarm Investigations		
▪ Automatic Alarm System	392	
▪ Carbon Monoxide	84	
➤ Medical Emergencies	608	
➤ Rescue	212	
➤ Public hazard	95	
➤ Other Responses	226	
➤ Mutual Aid	0	
Estimated Dollar Loss	\$3,581,919.00	

Positions:

	2022 FTE	2023 FTE
Chief	1.00	1.00
Deputy Chief	1.00	1.00
Platoon Chief	4.00	4.00
Division Chief (Training)	1.00	1.00
Captain	13.00	13.00
Firefighter	57.00	57.00
Captain Fire Prevention Division	1.00	1.00
Fire Prevention Officer / Public Educator	2.00	2.00
Administration Clerk	1.47	1.47
Totals	81.47	81.47

For more information go to:

<https://www.northbay.ca/city-government/departments/north-bay-fire-and-emergency-services/>

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): *Community Services*

Division(s): *FIRE DEPARTMENT*

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	8,503,298	8,657,497	8,943,384	8,881,392	(61,992)	-0.69 %
1002 TEMPORARY SALARIES	0	2,648	11,675	11,848	173	1.48 %
1101 OVERTIME FULLTIME	270,205	242,919	242,000	243,400	1,400	0.58 %
1202 VACATION	173,377	219,264	70,934	72,948	2,014	2.84 %
1203 COMPASSIONATE LEAVE	57,881	51,641	50,000	50,000	0	0.00 %
1204 STATUTORY HOLIDAYS	269,970	272,269	210,000	260,000	50,000	23.81 %
1207 SICK LEAVE	407,640	480,055	190,000	54,000	(136,000)	-71.58 %
1208 LIEU DAYS	343,833	397,561	272,000	306,867	34,867	12.82 %
1299 OTHER LABOUR COSTS	5,138	11,104	2,000	2,000	0	0.00 %
1301 WSIB LEAVE	(202,341)	(320,521)	(150,000)	0	150,000	-100.00 %
1401 TRAINING & SAFETY	4,218	99,777	40,000	65,000	25,000	62.50 %
1407 ACTING RANK PAY	74,264	107,050	76,000	77,773	1,773	2.33 %
1415 FIRE ON CALL PAYOUT	6,576	8,201	4,200	5,559	1,359	32.36 %
1801 FRINGE BENEFITS-FULLTIME	2,498,959	2,707,394	2,751,398	2,933,977	182,579	6.64 %
1802 FRINGE BENEFITS-PARTTIME	0	471	2,534	2,653	119	4.70 %
PERSONNEL TOTAL	12,413,018	12,937,330	12,716,125	12,967,417	251,292	1.98 %
GOODS & SERVICES						
2401 GAS FUEL	6,716	11,181	8,000	11,543	3,543	44.29 %
2405 DIESEL FUEL	34,632	53,888	35,419	57,618	22,199	62.68 %
2407 COLOURED/DYED DIESEL	42	0	0	0	0	0.00 %
2601 OFFICE SUPPLIES	4,693	5,092	8,500	7,500	(1,000)	-11.76 %
2615 JANITORIAL SUPPLIES	8,478	8,979	10,000	10,000	0	0.00 %
2640 TRAINING SUPPLIES	6,017	4,642	7,500	7,500	0	0.00 %
2650 CLOTHING / UNIFORM	29,582	19,640	35,000	30,000	(5,000)	-14.29 %
2655 SAFETY SUPPLIES	5,065	972	10,000	10,000	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	5,354	3,732	2,500	2,500	0	0.00 %
2699 MISC GENERAL SUPPLIES	2,701	0	0	0	0	0.00 %
2701 HYDRO	36,846	38,929	36,731	39,028	2,297	6.25 %
2705 NATURAL GAS	23,898	39,051	24,565	42,686	18,121	73.77 %
2715 WATER	11,607	12,298	11,733	12,664	931	7.93 %
2901 FIREFIGHTING SUPPLIES	74,879	63,601	68,000	68,000	0	0.00 %
2903 FIRE FOAM	21,328	9,652	5,000	5,000	0	0.00 %
2905 FIRE INVESTIGATION SUPPLI	3,519	2,731	3,500	3,500	0	0.00 %
2930 LONG SERVICE PINS/AWARDS	122	295	800	800	0	0.00 %
3001 POSTAGE	1,381	306	500	500	0	0.00 %
3003 LICENSING FEES	0	7,450	9,000	16,100	7,100	78.89 %
3005 COURIER & DELIVERY	434	222	500	500	0	0.00 %
3010 TELEPHONE	8,351	8,117	7,500	7,500	0	0.00 %
3014 TELECOMMUNICATIONS	0	1,050	1,050	1,050	0	0.00 %

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): *Community Services*

Division(s): *FIRE DEPARTMENT*

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
3030 TRAVEL	905	3,804	11,000	11,000	0	0.00 %
3035 MILEAGE	787	748	2,000	1,200	(800)	-40.00 %
3045 CONFERENCES & SEMINARS	123	2,231	15,500	15,500	0	0.00 %
3055 MEETING COSTS	0	0	2,000	2,000	0	0.00 %
3060 MEALS	1,426	821	3,750	3,750	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,498	3,168	3,250	3,250	0	0.00 %
3070 TRAINING	19,942	53,058	97,000	72,000	(25,000)	-25.77 %
3080 ADVERTISING & PROMOTION	12,894	17,384	18,000	18,000	0	0.00 %
3085 OUTSIDE PRINTING	831	1,962	1,000	1,000	0	0.00 %
3105 LEGAL FEES	350	0	0	0	0	0.00 %
3150 MEDICAL FEES	2,405	1,253	2,000	2,000	0	0.00 %
3203 WASTE BIN RENTALS	302	431	700	700	0	0.00 %
3301 RADIO MAINTENANCE	19,752	16,696	29,000	24,000	(5,000)	-17.24 %
3305 BUILDING MAINTENANCE	31,999	43,572	55,000	55,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	20,234	18,341	26,000	26,000	0	0.00 %
3340 SOFTWARE MAINTENANCE	0	0	10,000	10,000	0	0.00 %
3350 DRY CLEANING/LAUNDERING	2,072	2,145	2,200	2,200	0	0.00 %
3496 POLICE - 3RD PARTY PYMTS	175,000	175,000	175,000	175,000	0	0.00 %
3499 MISC CONTRACTS	20,588	17,798	31,000	25,000	(6,000)	-19.35 %
3601 INSURANCE PREMIUMS	21,478	25,809	23,637	29,475	5,838	24.70 %
3999 MISC SERVICES & RENTS	0	0	500	500	0	0.00 %
GOODS & SERVICES TOTAL	619,231	676,049	794,335	811,564	17,229	2.17 %
FINANCIAL EXPENSES						
4101 BANK CHARGES	914	951	900	900	0	0.00 %
4110 CASH OVER / SHORT	0	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	914	951	900	900	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	49,666	28,277	65,000	65,000	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	0	1,506	1,000	1,000	0	0.00 %
5115 TRANSFER TO RESERVE FUND	68,257	63,800	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	117,923	93,583	66,000	66,000	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	751,231	751,231	751,232	747,347	(3,885)	-0.52 %
INTERNAL TRANSFERS TOTAL	751,231	751,231	751,232	747,347	(3,885)	-0.52 %
EXPENSE TOTAL	13,902,317	14,459,144	14,328,592	14,593,228	264,636	1.85 %
REVENUE						
0409 RES RENTAL HOUSING LICENSE	2,400	3,240	2,500	2,500	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	1,645	3,525	0	0	0	0.00 %
0479 REIMBURSEMENTS	1,000	3,498	1,000	1,000	0	0.00 %



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): *Community Services*

Division(s): *FIRE DEPARTMENT*

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
0497 CONTRACTED REVENUE	39,304	42,151	24,960	42,000	17,040	68.27 %
0599 MISC. PROVINCIAL GRANTS	216,889	137,792	150,000	150,000	0	0.00 %
0863 FIRE PERMITS/INSPECTIONS	21,892	17,189	12,500	16,400	3,900	31.20 %
0864 FIRE EMERGENCY RESPONSE	71,433	57,080	60,000	73,000	13,000	21.67 %
0865 FIRE BURNING PERMITS	47,142	43,136	37,000	42,000	5,000	13.51 %
0866 FIRE PREVENTION/EDUCATION	(84)	0	500	500	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	15,733	16,240	16,240	16,240	0	0.00 %
REVENUE TOTAL	417,354	323,851	304,700	343,640	38,940	12.78 %
GRAND TOTAL:	13,484,963	14,135,293	14,023,892	14,249,588	225,696	1.61 %

Activity Summary Overview – 2023 Budget

Parks Revenues

Includes revenues from the rental of City parks, sports fields, and parks buildings.

Parks

The City has 73 park areas including playgrounds and picnic shelters that are available to the community for organized activities where a permit is required.

Sports Fields

The City has 26 sports fields including soccer fields, baseball fields and a football field which is available for community and sport organization use from May through September each year.

Buildings

The City has 31 parks buildings that are available for rental.

For more information to go:

<https://www.northbay.ca/our-community/sports-facilities/arenas/meeting-room-auditorium-rentals/>

<https://www.northbay.ca/our-community/sports-facilities/athletic-fields/>



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Community Services

Division(s): PARKS REVENUES

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
FINANCIAL EXPENSES						
4101 BANK CHARGES	1,184	1,722	1,200	1,580	380	31.67 %
FINANCIAL EXPENSES TOTAL	1,184	1,722	1,200	1,580	380	31.67 %
CAPITAL/RESERVE TRANSACTIONS						
5115 TRANSFER TO RESERVE FUND	27,273	43,389	59,400	45,000	(14,400)	-24.24 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	27,273	43,389	59,400	45,000	(14,400)	-24.24 %
EXPENSE TOTAL	28,457	45,111	60,600	46,580	(14,020)	-23.14 %
REVENUE						
0414 PARKS PERMITS	3,008	9,430	5,000	6,500	1,500	30.00 %
0470 TSF FROM RESERVE FUND	76,849	0	26,500	0	(26,500)	-100.00 %
0484 TICKET SURCHARGE	27,273	43,389	59,400	45,000	(14,400)	-24.24 %
0842 FACILITY RENTALS	94,592	163,554	170,000	167,000	(3,000)	-1.76 %
0919 VENDING MACHINE SALES	60	(60)	100	0	(100)	-100.00 %
0940 PARK VENDOR REVENUE	0	0	0	30,000	30,000	100.00 %
0975 SIGN ADVERTISING	0	0	6,000	6,000	0	0.00 %
REVENUE TOTAL	201,782	216,313	267,000	254,500	(12,500)	-4.68 %
GRAND TOTAL:	(173,325)	(171,202)	(206,400)	(207,920)	(1,520)	-0.74 %

Activity Summary Overview – 2023 Budget

Planning Services

Planning Services forms part of the Planning and Building Services Department. The mission of Planning & Building Services is to support and guide growth and development of North Bay towards a vibrant, livable, and resilient community.

Planning Services provides land use planning services for the City as required by the Planning Act and the Municipal Act. Major activity areas include current planning operations, policy development, research, special projects and By-Law administration and enforcement.

Planning also administers the Committee of Adjustment, Heritage Committee, Municipal Accessibility Committee as well as the City's growth community improvement plan (GCIP).

Committee of Adjustment

To provide for the operation and activities of the Committee of Adjustment.

Municipal Heritage Committee

To provide for the operation and activities of the North Bay Municipal Heritage Committee.

Municipal Accessibility Advisory Committee

To provide for the operation and activities of the Municipal Accessibility Advisory Committee.

Positions:

	2022 FTE	2023 FTE
Manager of Planning & Building Services	0.60	0.60
Senior Planner - Current Operations	1.00	1.00
Zoning Administrator	1.00	1.00
Policy and Business Development Planner	1.00	1.00
Administrative Assistant - Planning	1.00	1.00
Special Projects Development Planner	1.00	1.00
Community Safety & Well-Being Planner*	1.00	0.00
Totals	6.60	5.60

Note:

* Community Safety & Well-Being Planner has moved from the Planning department to the Community Services Admin department.

For more information go to:

<https://www.northbay.ca/city-government/departments/planning-services/>

<https://www.northbay.ca/city-government/mayor-council/agencies-boards-committees/committee-of-adjustment/>

<https://www.northbay.ca/city-government/mayor-council/agencies-boards-committees/municipal-heritage-committee/>

<https://www.northbay.ca/city-government/mayor-council/agencies-boards-committees/municipal-accessibility-advisory-committee/>

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): *Community Services*

Division(s): *PLANNING DEPARTMENT*

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	464,671	492,164	467,267	504,260	36,993	7.92 %
1002 TEMPORARY SALARIES	3,292	0	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	25,037	0	(25,037)	-100.00 %
1101 OVERTIME FULLTIME	0	444	0	0	0	0.00 %
1202 VACATION	8,944	4,916	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	104	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	146,313	160,735	154,688	166,016	11,328	7.32 %
1802 FRINGE BENEFITS-PARTTIME	473	0	0	0	0	0.00 %
PERSONNEL TOTAL	623,797	658,259	646,992	670,276	23,284	3.60 %
GOODS & SERVICES						
2036 SIGNS	896	751	800	900	100	12.50 %
2601 OFFICE SUPPLIES	2,560	2,436	3,000	3,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	483	293	500	500	0	0.00 %
2699 MISC GENERAL SUPPLIES	255	579	2,500	2,500	0	0.00 %
3001 POSTAGE	5,366	4,616	5,000	5,500	500	10.00 %
3010 TELEPHONE	906	1,653	1,500	1,500	0	0.00 %
3030 TRAVEL	0	0	1,000	1,000	0	0.00 %
3035 MILEAGE	0	74	1,000	1,000	0	0.00 %
3045 CONFERENCES & SEMINARS	2,837	4,973	5,000	5,000	0	0.00 %
3060 MEALS	214	64	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	3,158	3,487	3,500	3,700	200	5.71 %
3080 ADVERTISING & PROMOTION	0	0	900	900	0	0.00 %
3130 CONSULTANT FEES	4,276	583	3,000	3,000	0	0.00 %
3145 REGISTRY OFFICE FEES	4,187	1,954	3,000	3,000	0	0.00 %
3930 COMMUNITY PROGRAMS	110,719	172,250	250,000	250,000	0	0.00 %
GOODS & SERVICES TOTAL	135,857	193,713	280,700	281,500	800	0.29 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	410	2,225	2,000	2,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	410	2,225	2,000	2,000	0	0.00 %
EXPENSE TOTAL	760,064	854,197	929,692	953,776	24,084	2.59 %
REVENUE						
0409 RES RENTAL HOUSING LICENSE	2,400	3,240	3,000	3,000	0	0.00 %
0419 OTHER PERMIT/ENCROACHMENT	55,111	17,482	35,000	35,000	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	25,037	0	(25,037)	-100.00 %
0470 TSF FROM RESERVE FUND	118,219	179,750	257,500	257,500	0	0.00 %
0472 REIMB - CUPE BENEFITS	1,578	1,918	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	3,985	4,341	0	0	0	0.00 %
0480 SUNDRY REVENUE	400	200	0	0	0	0.00 %
0599 MISC. PROVINCIAL GRANTS	3,723	0	0	0	0	0.00 %



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Community Services

Division(s): PLANNING DEPARTMENT

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
0851 INQUIRY FEES	136,164	82,507	97,000	99,000	2,000	2.06 %
0869 OTHER ADMINISTRATION FEES	30	60	0	0	0	0.00 %
0976 SIGNAGE LEASING	31,911	23,184	30,000	30,000	0	0.00 %
0977 LANE CLOSINGS	5,640	2,820	2,000	2,000	0	0.00 %
0994 DEEMING BY-LAWS	5,020	0	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	18,445	19,040	19,040	19,040	0	0.00 %
REVENUE TOTAL	382,626	334,542	468,577	445,540	(23,037)	-4.92 %
GRAND TOTAL:	377,438	519,655	461,115	508,236	47,121	10.22 %



CORPORATE SERVICES

2023 OPERATING BUDGET



Business Unit Summary

Budget Year: 2023

YTD End Date: December 2022

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
Corporate Services						
COUNCIL SECRETARIAT	343,688	364,169	384,103	390,016	5,913	1.54%
CUSTOMER SERVICE CENTRE	280,097	321,875	316,756	328,701	11,945	3.77%
FINANCIAL SERVICES	1,511,167	1,521,679	1,624,753	1,580,240	(44,513)	-2.74%
HUMAN RESOURCES	831,184	1,082,194	1,112,129	1,249,598	137,469	12.36%
INFORMATION SYSTEMS	1,131,876	1,370,462	1,816,704	1,822,633	5,929	0.33%
LEGAL DEPARTMENT - GENERAL	494,089	437,073	433,693	506,327	72,634	16.75%
LEGAL DEPARTMENT - POA	(302,001)	94,352	(32,088)	43,424	75,512	235.33%
Total:	4,290,100	5,191,804	5,656,050	5,920,939	264,889	4.68%
Grand Total:	4,290,100	5,191,804	5,656,050	5,920,939	264,889	4.68%

Business Unit Overview - 2023 Budget

Corporate Services

2023 Business Unit Pressures:

The 2023 budget includes the cost to deliver existing services to taxpayers. A portion of the overall net increase of \$264,889 or 4.68% is a result of changes in contractual obligations and pandemic recovery. Highlights to note are as follows:

- **Personnel Costs - \$274,886** - Personnel costs include 2023 phase-in of annualized positions and anticipated contractual salary & benefits increases, totalling \$274,886. Approved Union Contracts are in effect until December 31, 2024, as well as the approved Non-Union Salary By-law. Student wages have been adjusted to the new Provincial Minimum Wage rate. Council approved two Service Level Changes to eliminate the Paralegal and POA Collections Clerk positions.

Benefits include items such as Employment Insurance, Canada Pension Plan, WSIB, OMERS, EHT, LTD, Life, AD&D, dental and major medical. Effective November 1st, group benefit rates increased by 7.1%. The new rates have been reflected in the enclosed budget. A growing retiree pool is partially the reason for the increase in overall benefit costs.

Capital wage costs are presented in this budget and are offset with revenues transferred from the Capital budget. Capital wage costs do not directly place pressure on Operating budget requirements. See line #0460.

- **POA - \$75,512** - A decline in tickets issued as well as a decline in moving violation tickets filed has resulted in reduced fine revenue. While there are some savings in expenses to offset the reduction in fine revenues, there continues to be an overall increase in budget pressures. Collection of court-imposed fines remains a continuing challenge across Ontario municipalities. Also note that the POA budget is now a cost center (previously a revenue center) and is budgeting for the overall cost to be partially recovered from the participating communities in the amount of (\$35,528).
- **Insurance - (\$251,677)** - At the time of establishing the 2023 budget, insurance costs were estimated to increase by 10% upon renewal. The City's insurance period is from May to April. Therefore, the first 4 months of 2023 was known, and the increase was applicable to the remaining 8 months.
- **Software - \$52,500** - At the time of establishing the 2023 budget, Software costs are estimated to increase by \$52,500 upon renewal of required agreements. In 2022, the City entered into an agreement with Microsoft (Report No. CORP-2022-031) to upgrade and move the Microsoft Office and email system to 365 and Exchange On-line. This agreement is for 3 years, with a 3-year renewal (2023-2028). The cost pressure stems from Microsoft moving away from perpetual licenses and adopting a yearly subscription-based model.
- **COVID-19 Reserve Support - \$89,152** - For the 2022 budget it was anticipated that the City would experience some revenue recovery over 2021 but not yet to pre-pandemic levels. The 2022 budget contained \$440,000 reserve funding from the Tax Rate Stabilization Reserve of which \$89,152 was allocated to Corporate Services. The 2023 budget does not have any provision for reserve funding for COVID-19 related losses.

Service Level Changes (SLC):

- Legal - Eliminate Paralegal position
- POA - Eliminate Collections Clerk position

Activity Summary Overview – 2023 Budget

Council Secretariat

Clerk's Department

The City Clerk's Office is responsible for Council Secretariat, Vital Statistics and Records Services.

In addition to overseeing these services, key responsibilities include executing the statutory duties of a Municipal Clerk, acting as "Head" under FOI legislation, and as Returning Officer for Municipal Elections.

Positions:

	2022 FTE	2023 FTE
City Clerk	1.00	1.00
Deputy Clerk	1.00	1.00
Administrative Assistant*	2.00	2.00
Totals	4.00	4.00

Note:

* The number of staff is increased during an Election year by one FTE for a six-month period. This position is funded from the Election Reserve.

Elections

Responsible for Municipal Elections (Council and 4 School Boards) held every four years. The policy is to fund the election expenses from the annual budget amounts that are transferred to the Election Reserve Fund.

The next election will be held in October 2026.

For more information go to:

<https://www.northbay.ca/city-government/departments/office-of-the-city-clerk/>

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Corporate Services

Division(s): COUNCIL SECRETARIAT

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	331,667	337,556	348,561	343,870	(4,691)	-1.35 %
1002 TEMPORARY SALARIES	0	21,455	0	0	0	0.00 %
1101 OVERTIME FULLTIME	507	7,568	2,500	2,500	0	0.00 %
1102 OVERTIME PART TIME	0	1,395	0	0	0	0.00 %
1202 VACATION	1,082	39,490	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	101,852	112,838	107,752	112,205	4,453	4.13 %
PERSONNEL TOTAL	435,108	520,302	458,813	458,575	(238)	-0.05 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	3,999	35,082	4,000	4,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	684	700	800	800	0	0.00 %
2665 MARRIAGE LICENSES	9,600	14,400	14,400	14,400	0	0.00 %
3001 POSTAGE	1,026	40,454	2,750	2,500	(250)	-9.09 %
3035 MILEAGE	0	297	250	250	0	0.00 %
3045 CONFERENCES & SEMINARS	2,146	6,289	5,400	5,400	0	0.00 %
3060 MEALS	45	2,746	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	824	824	900	900	0	0.00 %
3080 ADVERTISING & PROMOTION	0	7,346	2,000	2,000	0	0.00 %
3099 MISC ADMIN EXPENSES	2,748	4,928	4,000	3,000	(1,000)	-25.00 %
3207 EQUIPMENT LEASE	0	108,481	0	0	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	204	204	350	350	0	0.00 %
3499 MISC CONTRACTS	0	0	500	0	(500)	-100.00 %
GOODS & SERVICES TOTAL	21,276	221,751	35,350	33,600	(1,750)	-4.95 %
FINANCIAL EXPENSES						
4101 BANK CHARGES	858	865	800	800	0	0.00 %
4110 CASH OVER / SHORT	(1)	(3)	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	857	862	800	800	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	0	500	500	0	0.00 %
5115 TRANSFER TO RESERVE FUND	65,000	40,000	40,000	60,000	20,000	50.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	65,000	40,000	40,500	60,500	20,000	49.38 %
EXPENSE TOTAL	522,241	782,915	535,463	553,475	18,012	3.36 %
REVENUE						
0403 MARRIAGE LICENSE	30,380	42,315	30,000	37,500	7,500	25.00 %
0418 BURIAL PERMITS	12,540	13,180	10,000	12,000	2,000	20.00 %
0470 TSF FROM RESERVE FUND	19,620	249,578	0	0	0	0.00 %
0479 REIMBURSEMENTS	0	1,791	0	0	0	0.00 %
0480 SUNDRY REVENUE	0	545	0	0	0	0.00 %
0825 NOISE BY-LAW EXEMPTIONS	0	255	0	0	0	0.00 %
0850 ADMIN FEES	3,927	3,846	4,000	4,000	0	0.00 %



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Corporate Services

Division(s): COUNCIL SECRETARIAT

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
7910 INTERNAL OVERHEAD REVENUE	112,088	107,360	107,360	109,959	2,599	2.42 %
REVENUE TOTAL	178,555	418,870	151,360	163,459	12,099	7.99 %
GRAND TOTAL:	343,686	364,045	384,103	390,016	5,913	1.54 %

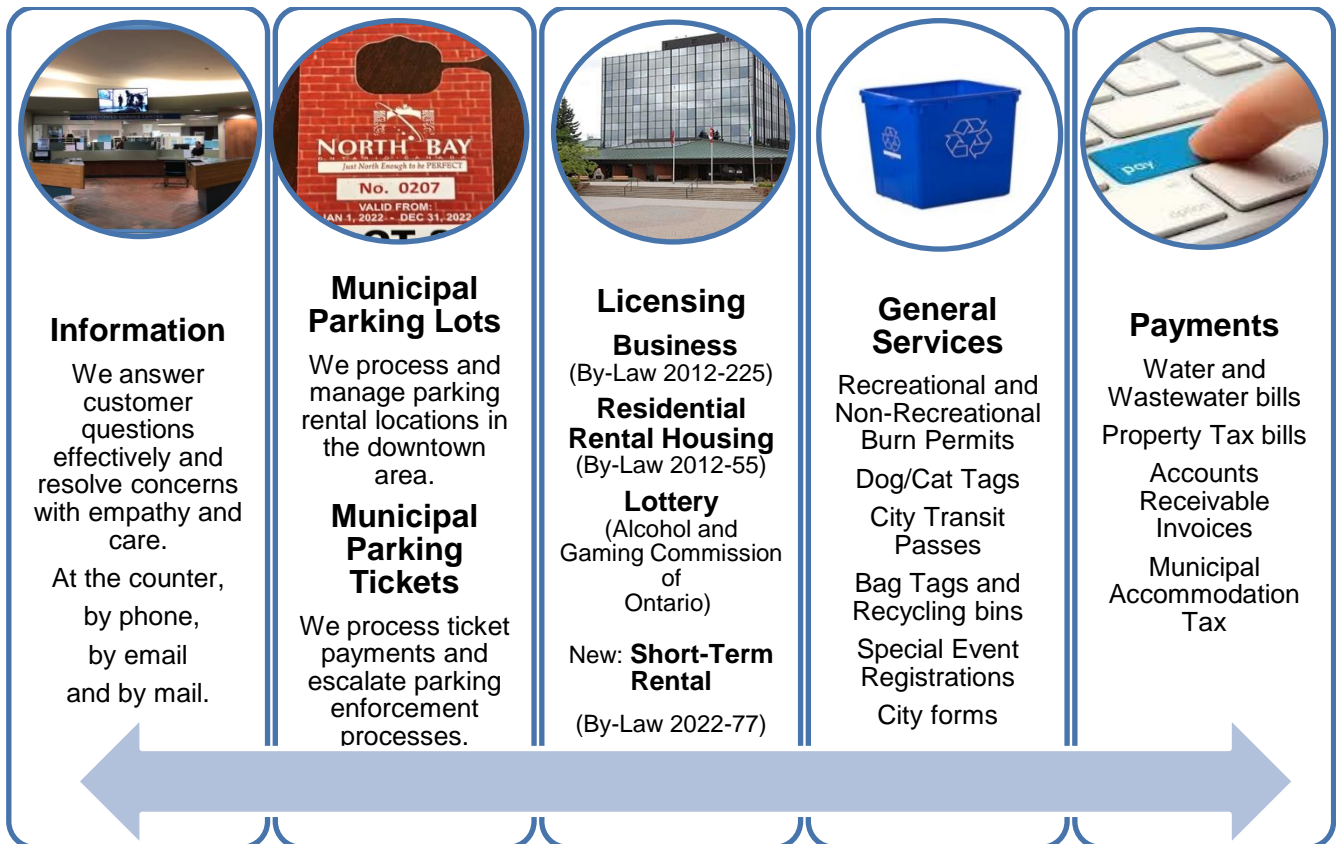
Activity Summary Overview – 2023 Budget

Customer Service Centre

The Customer Service Centre (CSC) provides a “One Stop Experience” for residents, visitors and community partners that is conveniently located on the main floor of City Hall. Customers pay for, inquire about, apply for and/or register for City licenses, programs and services. A team of dedicated Customer Service Clerks are cross trained to work in all communication channels of service – phone, mail, counter and e-mail platforms. CSC Clerks work to resolve most inquiries rather than spending time re-directing customers who accidentally arrive at the wrong counter or telephone extension. Excellent and efficient customer service is at the heart of all transactions completed in the CSC as the team promotes a positive, helpful and friendly environment to resolve customer concerns.

The CSC is a service focused culture where Clerks put customer needs first when presenting solutions and providing support. This customer-centered approach applies at the counter or behind the scenes processing paperwork or responding to customer service inquiries through phone calls, mail, email and in-person requests for most City services.

Citizen-Centered Services Provided:



Objectives of the Customer Service Centre

- Build relationships with the community
- Provide comprehensive and accurate responses in a timely manner
- Provide accessible customer service
- Provide responses that optimize productivity and resources while reducing duplication
- Provide a Centre that is customer oriented and which promotes a safe environment for staff and customers

Overview of Customer Service Centre Services

Accessing services is one of the most important ways that citizens interact with municipal government. Excellent customer service builds trust and demonstrates that the City is dedicated to serving citizens. The addition of licensing services and centralizing Business Licensing, Residential Rental Housing Licensing, Lottery Licensing and Short-Term Rental Licensing within the CSC demonstrates our continued commitment to improve and expand the way we deliver Citizen-Centred Services.

Positions:

	2022 FTE	2023 FTE
Customer Service Centre Supervisor	1.00	1.00
Customer Service Clerk	4.00	4.00
Customer Service Clerk - Licensing	1.00	1.00
Administrative Assistant - Licensing	1.00	1.00
Totals	7.00	7.00

For more information go to:

<https://www.northbay.ca/city-government/departments/customer-service-centre/>

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Corporate Services

Division(s): CUSTOMER SERVICE CENTRE

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	400,066	408,396	428,687	435,113	6,426	1.50 %
1101 OVERTIME FULLTIME	209	2,807	0	0	0	0.00 %
1202 VACATION	(6,710)	4,020	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	141,440	146,447	149,884	160,442	10,558	7.04 %
PERSONNEL TOTAL	535,005	561,670	578,571	595,555	16,984	2.94 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	2,865	3,217	3,000	3,200	200	6.67 %
2607 POSTAGE MACHINE SUPPLIES	6,470	6,173	6,000	6,000	0	0.00 %
3001 POSTAGE	608	641	500	600	100	20.00 %
3005 COURIER & DELIVERY	5,713	6,119	6,250	6,250	0	0.00 %
3045 CONFERENCES & SEMINARS	214	1,289	1,500	1,500	0	0.00 %
3070 TRAINING	2,992	3,208	4,000	4,000	0	0.00 %
3080 ADVERTISING & PROMOTION	0	127	800	800	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	2,240	2,301	2,500	2,500	0	0.00 %
3460 BRINKS COURIER	7,577	7,562	7,500	7,500	0	0.00 %
GOODS & SERVICES TOTAL	28,679	30,637	32,050	32,350	300	0.94 %
FINANCIAL EXPENSES						
4101 BANK CHARGES	11,169	10,010	8,000	10,500	2,500	31.25 %
4110 CASH OVER / SHORT	(2)	(3)	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	11,167	10,007	8,000	10,500	2,500	31.25 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	4,398	2,298	1,500	1,500	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	4,398	2,298	1,500	1,500	0	0.00 %
EXPENSE TOTAL	579,249	604,612	620,121	639,905	19,784	3.19 %
REVENUE						
0401 BUSINESS LICENSE	17,368	21,220	25,000	25,000	0	0.00 %
0404 LOTTERY LICENSE	131,545	183,157	180,000	200,000	20,000	11.11 %
0409 RES RENTAL HOUSING LICENSE	2,400	3,240	3,000	3,000	0	0.00 %
0470 TSF FROM RESERVE FUND	76,087	0	20,000	0	(20,000)	-100.00 %
0472 REIMB - CUPE BENEFITS	306	0	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	584	0	0	0	0	0.00 %
0480 SUNDRY REVENUE	0	0	100	100	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	70,862	75,265	75,265	83,105	7,840	10.42 %
REVENUE TOTAL	299,152	282,882	303,365	311,205	7,840	2.58 %
GRAND TOTAL:	280,097	321,730	316,756	328,700	11,944	3.77 %

Activity Summary Overview – 2023 Budget

Financial Services

Municipal financial management involves supporting and managing a range of interrelated components including but not limited to; planning and budgeting, revenue and expenditure management, procurement, asset management, accounting functions, extensive reporting requirements, as well as service partners and corporate-wide departmental support.

The Financial Services department strives to provide timely, responsive, efficient and innovative financial services to all customers (both internal and external) in compliance with various City policies, risk management, and legislative requirements, while fostering a spirit of trust and accountability.

Financial Services provides support to the following Service Partners and Local Boards:

- North Bay Police Services Board
- North Bay Public Library Board
- North Bay Jack Garland Airport
- Invest North Bay Development Corporation (inbay)
- North Bay Hydro Holdings Limited
- North Bay-Mattawa Conservation Authority
- The Business Centre (tbc)
- Board of Management of the Downtown Improvement Area (DIA)

Activities include the following:

- Ensure that only valid, properly authorized disbursements are processed on a timely basis taking all available discounts while providing for the development and monitoring of corporate Accounts Payable function.
- Ensure that authorized payrolls are processed in exact amounts in a timely fashion, in compliance with all corporate policies, applicable regulations, and reporting requirements.
- Ensure that Accounts Receivable processes are in place to ensure complete and timely billing for services rendered. Monitor and process third party agreement receivables.
- Coordinate the development and maintenance of annual Operating and Capital Budgets in accordance with Legislative requirements.
- To provide and present to internal and external customers timely, accurate, and fiscally responsible variance reports that will assist in the financial decision-making process.
- Ensure timely and accurate financial reporting to various parties and ensure completeness and integrity of supporting data.
- Ensure effective and efficient corporate treasury services and customer support in compliance with all applicable legislation, regulations, and corporate policies.
- Ensure a tax administration system compliant with all applicable legislation and Council direction.
- Ensure that procurement processes are in place for materials, supplies and contracts required by the City, administering Requests for Tender and Requests for Proposals on the City's behalf, and administering the City's Purchasing By-law.
- Ensure proper recording and reporting of Tangible Capital Assets.
- Lead the organization in developing an Asset Management Plan and ensuring compliance with applicable legislation.
- Leadership role in Corporate Financial Planning.

Positions:

	2022 FTE	2023 FTE
Chief Financial Officer	1.00	1.00
Director of Financial Services	1.00	1.00
Manager of Revenues & Taxation	1.00	1.00
Manager of Financial Services	1.00	1.00
Manager of Purchasing	1.00	1.00
Supervisor of Revenues & Taxation	1.00	0.00
Tax & Water Specialist	0.00	1.00
Financial Reporting Specialist *♦	4.00	4.00
Operating Budget Analyst	1.00	1.00
Capital Budget Analyst*	0.00	1.00
Clerical Staff Tax and Admin.	4.00	4.00
Clerical Staff Accounting	4.00	4.00
Clerical Staff Payroll	3.00	3.00
Buyer	1.00	1.00
Manager, Asset Management Planning	1.00	0.00
Totals	24.00	24.00

Note: * Funded partially and/or entirely from the Capital Budget
♦ MAT Tax Specialist moved from General Government

For more information go to:

<https://www.northbay.ca/city-government/departments/financial-services/>

<https://www.northbay.ca/city-government/budget-and-finance/municipal-budgets/>

<https://www.northbay.ca/city-government/budget-and-finance/financial-reporting/>

<https://www.northbay.ca/services-payments/property-taxes/>

<https://www.northbay.ca/city-government/budget-and-finance/asset-management/>

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Corporate Services

Division(s): FINANCIAL SERVICES

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,571,063	1,628,776	1,734,768	1,676,744	(58,024)	-3.34 %
1011 SALARIES CAPITAL/Special Projects	0	0	199,490	202,482	2,992	1.50 %
1101 OVERTIME FULLTIME	10,674	6,564	10,000	10,000	0	0.00 %
1202 VACATION	13,828	4,404	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	0	0	140	140	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	507,252	545,493	631,198	651,669	20,471	3.24 %
PERSONNEL TOTAL	2,102,817	2,185,237	2,575,596	2,541,035	(34,561)	-1.34 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	11,511	17,115	17,500	17,000	(500)	-2.86 %
2630 SUBSCRIPTIONS/PERIODICALS	1,548	2,041	2,000	2,000	0	0.00 %
3001 POSTAGE	43,653	44,604	43,500	43,500	0	0.00 %
3005 COURIER & DELIVERY	23	90	100	100	0	0.00 %
3010 TELEPHONE	3,206	2,242	2,800	2,800	0	0.00 %
3030 TRAVEL	0	547	4,500	1,900	(2,600)	-57.78 %
3035 MILEAGE	0	0	500	500	0	0.00 %
3045 CONFERENCES & SEMINARS	5,798	2,010	9,650	10,500	850	8.81 %
3055 MEETING COSTS	724	558	0	500	500	100.00 %
3060 MEALS	0	811	1,000	1,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	11,349	9,563	13,020	13,000	(20)	-0.15 %
3070 TRAINING	1,152	7,076	10,000	12,000	2,000	20.00 %
3080 ADVERTISING & PROMOTION	251	288	0	0	0	0.00 %
3101 AUDIT & ACCOUNTING FEES	60,039	62,128	35,000	61,768	26,768	76.48 %
3130 CONSULTANT FEES	53,119	30,121	9,500	9,500	0	0.00 %
3170 LEGAL SEARCHES	0	22	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	6,458	2,210	500	500	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	0	0	200	200	0	0.00 %
3340 SOFTWARE MAINTENANCE	0	1,832	1,000	1,000	0	0.00 %
GOODS & SERVICES TOTAL	198,831	183,258	150,770	177,768	26,998	17.91 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	432	2,140	3,000	3,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	432	2,140	3,000	3,000	0	0.00 %
EXPENSE TOTAL	2,302,080	2,370,635	2,729,366	2,721,803	(7,563)	-0.28 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	33,225	33,890	295,241	295,241	0	0.00 %
0480 SUNDRY REVENUE	(35)	0	0	0	0	0.00 %
0850 ADMIN FEES	17,784	18,140	18,140	18,503	363	2.00 %
0853 TAX CERTIFICATE FEES	46,412	48,169	38,500	46,000	7,500	19.48 %
0856 RETURN CHEQUE CHARGE	12,276	14,085	20,964	15,000	(5,964)	-28.45 %
0860 ACCOUNT ADJ./METER READS	580	1,470	350	600	250	71.43 %



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Corporate Services

Division(s): FINANCIAL SERVICES

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
0861 OFFICIAL RECEIPTS	1,135	574	1,000	1,000	0	0.00 %
0862 WATER TO TAX TRANSFER	82,500	88,203	85,000	85,000	0	0.00 %
0868 SEWER PUMPOUT FEES	385	110	350	385	35	10.00 %
0883 ADMIN FEES LIBRARY	12,930	13,188	13,189	13,452	263	1.99 %
0886 ADMIN FEES POLICE	89,868	91,665	91,665	93,498	1,833	2.00 %
7910 INTERNAL OVERHEAD REVENUE	493,855	539,893	540,215	572,883	32,668	6.05 %
REVENUE TOTAL	790,915	849,387	1,104,614	1,141,562	36,948	3.34 %
GRAND TOTAL:	1,511,165	1,521,248	1,624,752	1,580,241	(44,511)	-2.74 %

Activity Summary Overview – 2023 Budget

Human Resources

The Human Resources Department provides leadership and strategic direction on Human Resources objectives and practices that encourage and support a culture emphasizing employee engagement, quality and productivity, empowerment, goal attainment, safety and the recruitment, retention and ongoing development of an engaged workforce.

The Human Resources Department provides services related to:

- Legislative Compliance
- Development and Implementation of Corporate Human Resources Policies and Procedures
- Internal and External Recruitment / Employee Retention
- Labour Relations
- Employee Relations
- Employee Engagement
- Training and Development
- Pension and Benefits
- Compensation
- Risk Management
- Employee Wellness
- Disability Claims Management / WSIB administration
- Attendance Management
- Employee Records
- Employee Family Assistance Program (EFAP)
- Service Partner Support Consulting Services
 - North Bay Police Services
 - North Bay Public Library
 - North Bay Jack Garland Airport
 - North Bay Conservation Authority

Positions:

	2022 FTE	2023 FTE
Director of Human Resources	1.00	1.00
Human Resources Advisor	1.00	1.00
Health and Safety Advisor	1.00	1.00
Human Resources Officer	2.00	2.00
Benefits & Pension Coordinator	1.00	1.00
Human Resources Assistant	1.00	1.00
Totals	7.00	7.00

For more information go to:

<https://www.northbay.ca/city-government/departments/human-resources/>

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Corporate Services

Division(s): HUMAN RESOURCES

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	551,347	816,579	625,831	685,861	60,030	9.59 %
1202 VACATION	22,878	9,620	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	389,518	457,942	432,415	508,245	75,830	17.54 %
PERSONNEL TOTAL	963,743	1,284,141	1,058,246	1,194,106	135,860	12.84 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	2,485	2,727	2,100	2,100	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	452	2,101	400	400	0	0.00 %
2640 TRAINING SUPPLIES	40	9	0	0	0	0.00 %
2655 SAFETY SUPPLIES	2,324	1,173	2,500	2,500	0	0.00 %
2672 EVENTS	15,011	9,341	10,500	10,500	0	0.00 %
2682 PROMOTIONAL SUPPLIES	244	4,805	6,500	6,500	0	0.00 %
2930 LONG SERVICE PINS/AWARDS	5,803	5,101	6,050	10,000	3,950	65.29 %
3001 POSTAGE	1,080	1,749	500	500	0	0.00 %
3005 COURIER & DELIVERY	59	0	0	0	0	0.00 %
3010 TELEPHONE	887	1,874	1,000	1,500	500	50.00 %
3028 RECRUITMENT	3,984	0	1,000	1,000	0	0.00 %
3045 CONFERENCES & SEMINARS	681	4,965	8,500	8,500	0	0.00 %
3060 MEALS	136	346	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	3,809	5,259	3,500	3,500	0	0.00 %
3070 TRAINING	6,098	35,910	62,900	62,900	0	0.00 %
3080 ADVERTISING & PROMOTION	9,613	14,639	15,000	15,000	0	0.00 %
3085 OUTSIDE PRINTING	205	0	0	0	0	0.00 %
3110 ARBITRATION FEES	47,855	105,155	75,000	75,000	0	0.00 %
3130 CONSULTANT FEES	0	18,216	25,000	25,000	0	0.00 %
3150 MEDICAL FEES	0	60	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	10,872	10,500	60,000	50,000	(10,000)	-16.67 %
3475 EFAP	17,883	11,481	18,000	17,500	(500)	-2.78 %
GOODS & SERVICES TOTAL	129,521	235,411	298,450	292,400	(6,050)	-2.03 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	1,566	0	1,000	1,000	0	0.00 %
5115 TRANSFER TO RESERVE FUND	120,000	120,000	120,000	120,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	121,566	120,000	121,000	121,000	0	0.00 %
EXPENSE TOTAL	1,214,830	1,639,552	1,477,696	1,607,506	129,810	8.78 %
REVENUE						
0416 PAYROLL CONTRIBUTIONS	4,576	4,328	5,500	5,500	0	0.00 %
0470 TSF FROM RESERVE FUND	47,912	222,697	30,450	30,450	0	0.00 %
0479 REIMBURSEMENTS	0	50	0	0	0	0.00 %
0883 ADMIN FEES LIBRARY	17,453	1,476	1,476	1,506	30	2.03 %
0886 ADMIN FEES POLICE	3,371	3,439	3,439	3,508	69	2.01 %



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Corporate Services

Division(s): HUMAN RESOURCES

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
7910 INTERNAL OVERHEAD REVENUE	310,333	324,702	324,702	316,943	(7,759)	-2.39 %
REVENUE TOTAL	383,645	556,692	365,567	357,907	(7,660)	-2.10 %
GRAND TOTAL:	831,185	1,082,860	1,112,129	1,249,599	137,470	12.36 %

Activity Summary Overview – 2023 Budget

Information Systems

The Information Systems department (I.S.) coordinates and collaborates with other City departments and other organizations to continuously improve and expand electronic access to City services and information to citizens, businesses, and staff. The I.S. department supports desktop, mobile and remote computing environments with physical and virtual servers in datacenter and remote environments. The I.S. department also manages the transition to Cloud Based applications to ensure appropriate and consistent use of Cloud Based technology throughout the city.

Collectively, the I.S. Department is responsible for the development and implementation of corporate computer and communications policy, procedures, and standards to support technology, improve business processes and to protect the assets of the Corporation of the City of North Bay.

The Information Systems Department is divided into four specializations – service and support, network infrastructure and security, geographical information systems (GIS), and application development.

The Service and Support area provides in person and remote support to all the end users from every department and third-party organizations. They also install and test new software, roll out new computers, and decommission old ones, ensuring they are securely erased and recycled properly.

The Network Infrastructure and Security area is responsible for ensuring all backend hardware and software systems function properly and are secured against malicious attacks. They ensure both wired and wireless connectivity to all City owned buildings and third-party organizations is working satisfactorily, improving communications and security for everyone.

GIS services include standard mapping platform support, data mapping support, and GPS mapping support. GIS services are used regularly in City departments and on special projects such as the Official Plan, Zoning, Transit, Economic Development Site Selector, etc.

Application development and program support provides support for in house and commercial applications. The Business Analyst works closely with the City departments and third-party organizations, bridging the gap between I.S. and the business using data analytics to assess processes, determine requirements and deliver data-driven recommendations and reports. They translate these requirements into application design specifications that the developers use to build and update applications used throughout the organization. The applications supported range from landfill scales to financial systems to infrastructure management programs and includes direct support, contact with 3rd party vendors and maintaining connectivity between applications for data sharing.

Some of the applications include:

- Corporate Financial Applications
 - General Ledger
 - Accounts Payable/Receivable
 - Budgeting
 - Building and Permitting
 - Purchasing/Inventory
 - Tax and Water Billing
 - Payroll
- Asset Management
- External web sites and internal intranet
- Customer Relationship Management
- Event Scheduling and Ticketing
- Transit Scheduling
- Telephony Software
- Email
- CAD

-
- Mobile device software
 - POA Court Recording
 - Parking Management
 - Vehicle Telemetry Software
 - + Many more commercial and in house applications

The I.S. Department implements and maintains inter-site network connectivity to over 20 sites connected by fiber optics as well as wireless technology, a corporate IP Telephony system that spans all City sites and other locations and other security systems:

- City Hall
- Parking Office
- Memorial Gardens
- Pete Palangio Arena
- West Ferris Arena
- Water Treatment Plant
- Wastewater Treatment Plant
- Merrick Landfill
- Hazardous Waste Depot/Septage
- Multi-Use Sports Facility
- North Bay Mattawa Conservation Authority
- DNSSAB West Nipissing
- DNSSAB Mattawa
- Fire Station 1
- Fire Station 2
- Fire Station 3
- Marina
- Lee Park
- Public Works
- Transit Terminal
- Jack Garland Airport
- North Bay Police Service
- North Bay Public Library

Positions:

	2022 FTE	2023 FTE
Director of Information Systems	1.00	1.00
Manager Current Operations	1.00	1.00
Database Specialist	4.00	2.00
Business Analyst	0.00	1.00
Network Specialist	2.00	2.00
Desk Top Publisher/Clerk	1.00	1.00
Technical/Help Desk Support	2.00	2.00
GIS Coordinator	0.00	1.00
GIS Specialist	2.00	2.00
Totals	13.00	13.00

For more information go to:

<https://www.northbay.ca/city-government/departments/information-systems/>



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Corporate Services

Division(s): INFORMATION SYSTEMS

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	875,500	960,284	1,000,737	1,135,520	134,783	13.47 %
1011 SALARIES CAPITAL/Special Projects	0	0	70,985	73,087	2,102	2.96 %
1201 VACATION other	809	304	0	0	0	0.00 %
1202 VACATION	5,217	702	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	946	240	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	279,773	309,211	347,978	400,715	52,737	15.16 %
PERSONNEL TOTAL	1,162,245	1,270,741	1,419,700	1,609,322	189,622	13.36 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	8,940	14,860	16,000	12,000	(4,000)	-25.00 %
2699 MISC GENERAL SUPPLIES	3,110	2,583	6,500	2,500	(4,000)	-61.54 %
3001 POSTAGE	0	25	0	0	0	0.00 %
3005 COURIER & DELIVERY	0	9	0	0	0	0.00 %
3010 TELEPHONE	87,643	99,732	109,650	109,650	0	0.00 %
3014 TELECOMMUNICATIONS	0	350	350	350	0	0.00 %
3020 COMPUTER COMMUNICATIONS/Audio/Video	8,954	8,981	7,500	7,500	0	0.00 %
3035 MILEAGE	1,214	1,467	2,500	2,500	0	0.00 %
3045 CONFERENCES & SEMINARS	5,489	15,482	17,500	17,500	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	454	2,729	2,000	2,000	0	0.00 %
3070 TRAINING	0	0	0	10,000	10,000	100.00 %
3080 ADVERTISING & PROMOTION	0	200	0	0	0	0.00 %
3210 OFFICE EQUIPMENT LEASE	49,155	58,719	60,000	60,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	2,860	4,846	2,500	3,500	1,000	40.00 %
3340 SOFTWARE MAINTENANCE	322,710	474,757	510,000	562,500	52,500	10.29 %
3412 INTERNET FEES	16,110	25,603	170,000	170,000	0	0.00 %
3430 MAINTENANCE CONTRACT	45,642	77,863	50,000	80,000	30,000	60.00 %
3601 INSURANCE PREMIUMS	226,488	193,251	341,447	87,878	(253,569)	-74.26 %
GOODS & SERVICES TOTAL	778,769	981,457	1,295,947	1,127,878	(168,069)	-12.97 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	589	9,908	1,000	2,500	1,500	150.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	589	9,908	1,000	2,500	1,500	150.00 %
EXPENSE TOTAL	1,941,603	2,262,106	2,716,647	2,739,700	23,053	0.85 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	0	0	71,054	73,087	2,033	2.86 %
0882 ADMIN FEES CASSELLHOLME	20,647	19,044	24,000	24,000	0	0.00 %
0883 ADMIN FEES LIBRARY	54,700	55,794	55,794	56,910	1,116	2.00 %
0884 ADMIN FEES CA	4,088	4,088	4,088	4,088	0	0.00 %
0885 ADMIN FEES DNSSAB	247,455	246,675	200,000	200,000	0	0.00 %
0886 ADMIN FEES POLICE	12,105	12,347	12,347	12,594	247	2.00 %



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Corporate Services

Division(s): INFORMATION SYSTEMS

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
0887 ADMIN FEES BATTALION	7,278	12,047	17,000	17,000	0	0.00 %
0888 ADMIN FEES - AIRPORT	2,870	2,927	2,927	2,985	58	1.98 %
7910 INTERNAL OVERHEAD REVENUE	460,582	512,733	512,733	526,403	13,670	2.67 %
REVENUE TOTAL	809,725	865,655	899,943	917,067	17,124	1.90 %
GRAND TOTAL:	1,131,878	1,396,451	1,816,704	1,822,633	5,929	0.33 %

Activity Summary Overview – 2023 Budget

Legal Services

City Solicitor

Provides legal services required by The Corporation of the City of North Bay and Service Partners through a Solicitor entitled to practice law in Ontario with particular regard to Municipal Law and Municipal administrative procedures. Reviews legal matters referred to outside counsel.

Legal Services provides support to the following Service Partners:

- North Bay Public Library Board
- North Bay Jack Garland Airport
- Invest North Bay Development Corporation
- North Bay Hydro Holdings Limited
- North Bay Mattawa Conservation Authority

By-Law Enforcement

Provides for enforcement of all City By-Laws (except Property Standards, Vacant Building and Short-Term Rental By-Laws) where investigations are conducted in order to gather information to gain compliance and where compliance cannot be attained, to proceed with prosecutions including charging and testifying in court.

Neptune Security are contracted by the City to provide enforcement, primarily focused on parking by-laws, but also to conduct investigations for various other by-law infractions under the direction of the By-Law Enforcement Coordinator. The contract is for 5 years beginning August 2021.

The By-Law Enforcement Coordinator directs all enforcement of parking by-laws within the City. The Coordinator is the main liaison contact with Neptune Security which includes billing, time sheet reviews, officer selection and daily direction for up to 8 officers. The Coordinator also works with various security firms in the City acting as agents of the City for enforcement purposes for both smoking by-laws and parking by-laws, which includes training officers. The Coordinator also handles most by-law complaints made to the City, all complaints with regards to parking tickets issued by Neptune Security officers and all security firm agents, and provides support for the Prosecutor with regards to file reviewing and testifying for some North Bay Police Services' charges.

Positions:

	2022 FTE	2023 FTE
City Solicitor	1.00	1.00
Paralegal ♦	1.00	0.00
Law Clerk	1.00	1.00
By-Law Enforcement Coordinator	1.00	1.00
By-Law Enforcement Officer	1.00	1.00
Totals	5.00	4.00

♦ Service Level Change

For more information go to:

<https://www.northbay.ca/city-government/departments/legal-services/>

<https://www.northbay.ca/city-government/by-laws/by-law-enforcement/>



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - GENERAL

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	325,948	340,832	364,007	399,057	35,050	9.63 %
1202 VACATION	17,497	(237)	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	96,493	105,653	138,605	129,176	(9,429)	-6.80 %
PERSONNEL TOTAL	439,938	446,248	502,612	528,233	25,621	5.10 %
GOODS & SERVICES						
2401 GAS FUEL	5,169	7,037	4,485	7,745	3,260	72.69 %
2601 OFFICE SUPPLIES	6,867	3,757	6,200	6,200	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	14,648	16,176	16,000	16,000	0	0.00 %
2650 CLOTHING / UNIFORM	48	1,654	700	700	0	0.00 %
3001 POSTAGE	4,035	6,272	7,300	7,300	0	0.00 %
3005 COURIER & DELIVERY	69	39	50	50	0	0.00 %
3010 TELEPHONE	2,142	3,148	2,500	2,500	0	0.00 %
3030 TRAVEL	0	115	1,000	1,000	0	0.00 %
3035 MILEAGE	0	0	100	100	0	0.00 %
3045 CONFERENCES & SEMINARS	665	2,835	3,000	3,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,521	3,284	3,220	3,220	0	0.00 %
3080 ADVERTISING & PROMOTION	456	4,554	900	2,400	1,500	166.67 %
3105 LEGAL FEES	0	2,000	0	0	0	0.00 %
3145 REGISTRY OFFICE FEES	24,620	30,132	43,500	35,000	(8,500)	-19.54 %
3170 LEGAL SEARCHES	1,463	923	1,500	1,500	0	0.00 %
3199 MISC PROFESSIONAL FEES	0	175	0	0	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	676	724	500	500	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	0	0	400	400	0	0.00 %
3450 COMMISSIONAIRES	109,857	123,235	136,300	130,000	(6,300)	-4.62 %
3499 MISC CONTRACTS	2,686	16,374	0	0	0	0.00 %
3602 RISK MANAGEMENT	367,380	367,380	367,380	367,380	0	0.00 %
GOODS & SERVICES TOTAL	543,302	589,814	595,035	584,995	(10,040)	-1.69 %
FINANCIAL EXPENSES						
4101 BANK CHARGES	4,445	6,818	5,500	6,200	700	12.73 %
FINANCIAL EXPENSES TOTAL	4,445	6,818	5,500	6,200	700	12.73 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	0	1,154	1,000	1,000	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	0	1,092	500	1,000	500	100.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	2,246	1,500	2,000	500	33.33 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	15,153	15,153	15,153	15,153	0	0.00 %



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - GENERAL

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
7050 FLEET CHARGEBACK CHARGES	0	1,626	0	0	0	0.00 %
INTERNAL TRANSFERS TOTAL	15,153	16,779	15,153	15,153	0	0.00 %
EXPENSE TOTAL	1,002,838	1,061,905	1,119,800	1,136,581	16,781	1.50 %
REVENUE						
0409 RES RENTAL HOUSING LICENSE	2,400	3,240	2,000	3,500	1,500	75.00 %
0419 OTHER PERMIT/ENCROACHMENT	1,156	307	1,500	1,500	0	0.00 %
0420 COURT FINES	65,459	62,872	85,000	85,000	0	0.00 %
0421 PARKING FINES	124,503	208,628	220,000	220,000	0	0.00 %
0470 TSF FROM RESERVE FUND	70,000	40,000	70,000	40,000	(30,000)	-42.86 %
0479 REIMBURSEMENTS	3,268	25,833	1,000	1,000	0	0.00 %
0487 SURCHARGE	1,119	2,773	0	2,000	2,000	100.00 %
0850 ADMIN FEES	0	0	250	0	(250)	-100.00 %
0854 TAX REGISTRATION FEES	29,318	79,543	105,000	88,400	(16,600)	-15.81 %
0883 ADMIN FEES LIBRARY	768	783	783	799	16	2.04 %
0886 ADMIN FEES POLICE	8,831	0	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	201,927	200,574	200,574	188,055	(12,519)	-6.24 %
REVENUE TOTAL	508,749	624,553	686,107	630,254	(55,853)	-8.14 %
GRAND TOTAL:	494,089	437,352	433,693	506,327	72,634	16.75 %

Activity Summary Overview – 2023 Budget

Provincial Offences Administration

The City operates the Provincial Offences and Court Administration Centre for the North Bay Area which includes Trout Creek to Mattawa to Marten River to the French River, according to the following: a Provincial Memorandum of Understanding; a Municipal Partners' Agreement; a Court House Side Agreement; applicable statutory and common law.

Positions:

	2022 FTE	2023 FTE
Assistant City Solicitor	1.00	1.00
POA Manager	1.00	1.00
POA Admin Clerk/Court Clerk Monitor	3.00	3.00
POA Collections Clerk ♦	1.00	0.00
Legal Assistant	1.00	1.00
Totals	7.00	6.00

♦ Service Level Change

Statistics

CHARGES FILED

2013 = 16,680
2014 = 14,161
2015 = 14,339
2016 = 12,750
2017 = 12,016
2018 = 11,092
2019 = 10,769
2020 = 7,242
2021 = 8,840
2022 = 9,182

POA FINE GROSS REVENUE

2013 = \$1,718,857
2014 = \$1,682,528
2015 = \$1,573,974
2016 = \$1,623,287
2017 = \$1,404,049
2018 = \$1,414,216
2019 = \$1,245,584
2020 = \$ 737,744
2021 = \$ 1,044,151
2022 = \$ 908,688 (Estimate)

Overview

- Most common violations fall under the Highway Traffic Act, Liquor Licenses Act, Compulsory Automobile Insurance Act.
- Other violations include, but not limited to, offences enforced by the Ministry of Transportation, Ministry of the Environment and Department of Natural Resources.
- The decline in moving violation tickets filed began in 2011/2012 and has continued to drop each year.
- Collection of court imposed fines remains a continuing challenge across Ontario municipalities.
- A third party collection agency is supporting revenue collection.
- A new operating agreement with the City to be finalized.

For more information go to:

<https://www.northbay.ca/city-government/departments/legal-services/>

<https://www.northbay.ca/services-payments/court-services/provincial-offences-infractions-provinciales/>



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - POA

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	433,593	482,169	508,255	456,410	(51,845)	-10.20 %
1101 OVERTIME FULLTIME	761	1,149	0	0	0	0.00 %
1202 VACATION	9,548	(26,380)	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	140,315	161,094	168,121	161,564	(6,557)	-3.90 %
PERSONNEL TOTAL	584,217	618,032	676,376	617,974	(58,402)	-8.63 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	2,053	2,682	3,000	3,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	5,775	7,297	5,750	5,750	0	0.00 %
2636 POA FORM SUPPLIES	2,171	7,110	6,000	6,000	0	0.00 %
3001 POSTAGE	1,411	1,313	1,500	1,500	0	0.00 %
3010 TELEPHONE	928	1,474	1,500	1,500	0	0.00 %
3020 COMPUTER COMMUNICATIONS/Audio/Video	5,597	1,582	5,000	2,000	(3,000)	-60.00 %
3030 TRAVEL	0	0	1,000	1,000	0	0.00 %
3035 MILEAGE	0	0	1,000	500	(500)	-50.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,310	4,208	3,000	2,500	(500)	-16.67 %
3070 TRAINING	150	1,220	2,000	1,200	(800)	-40.00 %
3099 MISC ADMIN EXPENSES	0	0	75	75	0	0.00 %
3157 COURT REPORTER	0	1,292	1,500	1,500	0	0.00 %
3160 WITNESS FEES	0	24	600	500	(100)	-16.67 %
3161 PART III PROSECUTIONS	89,981	127,003	116,685	115,000	(1,685)	-1.44 %
3163 PART TIME PROSECUTER	8,419	143	6,000	3,000	(3,000)	-50.00 %
3168 COLLECTION AGENCY FEES	41,984	33,099	35,000	30,000	(5,000)	-14.29 %
3170 LEGAL SEARCHES	44	0	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	1,870	2,069	2,500	2,000	(500)	-20.00 %
3215 PROPERTY & BUILDING LEASE	0	0	0	1,000	1,000	100.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	1,361	1,362	7,500	2,500	(5,000)	-66.67 %
3499 MISC CONTRACTS	7,664	5,535	6,000	6,000	0	0.00 %
3601 INSURANCE PREMIUMS	1,728	3,013	1,728	3,620	1,892	109.49 %
3940 POA SHARED REVENUE	32,917	(42,020)	(5,779)	(35,528)	(29,749)	-514.78 %
3942 POA ICON CHARGES	17,238	17,905	17,500	17,500	0	0.00 %
GOODS & SERVICES TOTAL	223,601	176,311	219,059	172,117	(46,942)	-21.43 %
FINANCIAL EXPENSES						
4101 BANK CHARGES	18,672	20,860	15,000	18,500	3,500	23.33 %
4110 CASH OVER / SHORT	0	(45)	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	18,672	20,815	15,000	18,500	3,500	23.33 %
INTERNAL TRANSFERS						
7010 ADMINISTRATION & OVERHEAD	62,318	63,563	63,563	64,833	1,270	2.00 %



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - POA

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
7020 INTERNAL TRANSFERS TO OTHER DEPARTMENTS	113,805	100,000	100,000	100,000	0	0.00 %
INTERNAL TRANSFERS TOTAL	176,123	163,563	163,563	164,833	1,270	0.78 %
EXPENSE TOTAL	1,002,613	978,721	1,073,998	973,424	(100,574)	-9.36 %
REVENUE						
0420 COURT FINES	787,550	680,746	866,934	715,000	(151,934)	-17.53 %
0423 DEVOLVED COURT FINES	(5,001)	22,863	0	0	0	0.00 %
0425 FINES - COLLECTION AGENCY	261,602	222,092	200,000	215,000	15,000	7.50 %
0462 POA YE RECEIVABLES	260,465	(50,080)	0	0	0	0.00 %
0470 TSF FROM RESERVE FUND	0	0	39,152	0	(39,152)	-100.00 %
REVENUE TOTAL	1,304,616	875,621	1,106,086	930,000	(176,086)	-15.92 %
GRAND TOTAL:	(302,003)	103,100	(32,088)	43,424	75,512	235.33 %



GENERAL GOVERNMENT

2023 OPERATING BUDGET



Business Unit Summary

Budget Year: 2023

YTD End Date: December 2022

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
General Government Activities						
FINANCIAL EXPENSES	21,752,906	21,011,979	21,425,472	20,791,235	(634,237)	-2.96%
GENERAL REVENUES	(107,815,029)	(114,190,507)	(12,545,457)	(12,346,004)	199,453	1.59%
MAYOR & COUNCIL	412,323	441,604	530,280	567,953	37,673	7.10%
OFFICE OF THE CAO	481,851	519,477	497,918	484,150	(13,768)	-2.77%
Total:	(85,167,949)	(92,217,447)	9,908,213	9,497,334	(410,879)	-4.15%
Grand Total:	(85,167,949)	(92,217,447)	9,908,213	9,497,334	(410,879)	-4.15%

Business Unit Overview - 2023 Budget

General Government

2023 Business Unit Pressures:

The 2023 budget includes the cost to deliver existing service levels to taxpayers. General Government encapsulates all corporate expenses that are not directly allocated to specific operating departments for the delivery of services. Items contributing to the overall net decrease of (\$410,879) or (4.15%) over 2022 are as follows:

- **Personnel Costs - \$542,251** – Council authorized the elimination of the CAO savings target of \$200,000 previously reported in Other Labour Costs. Savings are reported in the corresponding departments as they are identified.
- **Principal & Interest and Capital Levy - \$505,499** - The capital levy is the annual funding contribution from the City's General Operating Budget that is used to finance projects within the City's General Capital Budget. In accordance with the City's Long-Term Capital Funding Policy, the Capital Funding Allowance increase of 1% was included in the 2023 Preliminary Budget which represented an increase of \$1,010,997. Upon further review of the 2023 Capital Budget requirements and in consideration of Council's request to review the Long-Term Capital Funding Policy, the 2023 Budget includes a reduction in the Capital Funding Allowance from 1% to 0.5% for 2023 or \$505,498.

As in prior years, the budget does not include an inflationary adjustment in the calculation of the Capital Levy. Upon finalization of a review of the City's Long-Term Capital Funding Policy, recommendations will be brought forward for Council's consideration.

- **Hardship Grant Program - \$0** - This program was established for the 2021 and 2022 Budgets and was to be funded from the Tax Rate Stabilization Reserve (\$300,000). An agreement with LIPI was entered into for administration of the program in which funds were to be distributed to residents experiencing tax arrears arising from lost income during the pandemic. There was little uptake in the program and it is being reduced to \$100,000 for the 2023 budget year. The 2023 program will continue to be funded from the Tax Rate Stabilization Reserve.
- **ARB and Minutes of Settlements - \$250,000** - The City has approximately 200 appeals outstanding annually. In an effort to manage risks and abide by the ARB rules and procedures the City's appeal strategy follows a set of criteria that maximizes resources by focusing on high municipal tax dollar risk, multiple base year appeals and properties of municipal interest. Over the last 5 years actual settlements have exceeded the budget estimate. The 2022 Budget contained an increase of \$250,000 and an additional \$250,000 has been included in the 2023 Budget.
- **Growth Community Improvement Plan (GCIP) Transfer to Reserves - \$100,000** - The approval of the GCIP program was approved with a funding plan that required an annual increase in the reserve transfer by \$100,000. Given the success of the program, this budget increase is required to ensure all approved applications are appropriately funded and that new applications can continue to be received in 2023.
- **Economic Purposes Transfer to Reserves - (\$250,000)** - Over the last several years, the annual budget included a transfer to the Economic Purposes reserve for future initiatives. Given the current balance in the reserve fund, the transfer has been eliminated from the 2023 budget.
- **Contingency - (\$229,294)** - Council authorized the elimination of the contingency from the base budget.

- **Transfer from Reserves - (\$890,628)** – Council authorized the use of reserve funds to support the 2023 Operating Budget.
- **OMPF - \$197,000** - The Ontario Municipal Partnership Fund (OMPF) is the Province’s main unconditional transfer payment to municipalities. The enclosed 2023 Budget includes the City’s allocation of \$10,156,400 which represents a decrease of \$197,000 from the 2022 OMPF allocation.
- **Net Investment Revenues - (\$220,000)** - Interest rates have continued to rise over the past year and are expected to remain at current levels into 2023. Additional investment and bank interest revenues are presented in this budget in the amount of \$620,000. A portion of the interest earned is directly related to reserve dollars and the applicable offsetting transfer is budgeted (see line #4005).
- **Supplemental Revenues - (\$100,000)** - A Supplementary Tax bill is issued by the City for additions, improvements, or adjustments made to a property with the revised property assessment finalized after the annual tax assessment roll is determined by MPAC. Over the past several years, there has been an increase in supplemental taxes realized and the budget is set on historical trends.

Service Level Changes (SLC):

- None presented

Activity Summary Overview – 2023 Budget

Financial Expenses

Long-Term Financing

Long-Term Financing is one of many funding options to finance capital projects. The City of North Bay seeks out flexible terms that match the municipality's needs. Consideration is given to the terms that match the life of the assets as well as interest rates, and payment frequency. The amount of annual long-term financing is governed by the City's Long-Term Capital Funding Policy.

Capital Levy (Pay go)

The City's Long-Term Capital Funding Policy stipulates the amount of the capital levy to be included in the operating budget. The capital levy is funding collected from the tax levy to support capital infrastructure projects in the City's Capital Budget.

Write-offs & Contingencies

These accounts budget for the annual negative impact to the assessment roll resulting from assessment reductions.

Assessment changes may be initiated by the ratepayer or by the Municipal Property Assessment Corporation (MPAC). If an appeal cannot be resolved by MPAC an appeal with the Assessment Review Board (ARB) can be filed by the ratepayer. If the appeal goes to a Full Hearing, expert witnesses representing the City's interests are required.

In 2013 an Assessment and Real Estate Specialist position was created to assist in the administration of the City's Assessment Base Management Program. Monitoring of assessment appeals and proactive management of the assessment roll by the Specialist mitigates the deterioration of the assessment base.

Growth Community Improvement Plan (GCIP)

GCIP is a tool that allows a municipality to take actions to support improvements and redevelopment within a specifically defined Community Improvement Project Area. The four target areas within the plan are: Housing, Industrial, Downtown, and Waterfront Target Areas. Each area within the plan has defined incentives which require funding.

Positions:

	2022 FTE	2023 FTE
Assessment & Real Estate Specialist	1.00	1.00
Totals	1.00	1.00

For more information go to:

<https://www.northbay.ca/services-payments/building-development/growth-community-improvement-plan/>

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): General Government Activities

Division(s): FINANCIAL EXPENSES

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	94,270	95,023	95,085	327,327	232,242	244.25 %
1002 TEMPORARY SALARIES	46,096	0	0	0	0	0.00 %
1101 OVERTIME FULLTIME	1,235	0	0	0	0	0.00 %
1202 VACATION	1,366	641	0	17,502	17,502	100.00 %
1299 OTHER LABOUR COSTS	0	0	(200,000)	0	200,000	-100.00 %
1801 FRINGE BENEFITS-FULLTIME	124,404	(298,989)	30,311	91,603	61,292	202.21 %
1802 FRINGE BENEFITS-PARTTIME	6,105	0	0	0	0	0.00 %
PERSONNEL TOTAL	273,476	(203,325)	(74,604)	436,432	511,036	685.00 %
GOODS & SERVICES						
2099 MISC. MATERIALS	1,899	0	0	0	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	0	1,372	0	0	0	0.00 %
2655 SAFETY SUPPLIES	5,788	0	0	0	0	0.00 %
3005 COURIER & DELIVERY	2,739	0	0	0	0	0.00 %
3030 TRAVEL	0	0	1,000	1,000	0	0.00 %
3055 MEETING COSTS	0	142	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	269	304	500	500	0	0.00 %
3070 TRAINING	400	110	2,000	2,000	0	0.00 %
3080 ADVERTISING & PROMOTION	0	1,185	0	0	0	0.00 %
3105 LEGAL FEES	3,104	7,626	5,000	5,000	0	0.00 %
3130 CONSULTANT FEES	0	9,291	15,000	16,500	1,500	10.00 %
3199 MISC PROFESSIONAL FEES	1,325	0	0	0	0	0.00 %
3499 MISC CONTRACTS	14,680	25,345	27,400	27,400	0	0.00 %
3930 COMMUNITY PROGRAMS	8,722	6,888	31,350	11,000	(20,350)	-64.91 %
GOODS & SERVICES TOTAL	38,926	52,263	82,250	63,400	(18,850)	-22.92 %
FINANCIAL EXPENSES						
4005 INTEREST EARNED ON RESERVES	381,450	1,548,010	200,000	600,000	400,000	200.00 %
4015 DEBENTURE PRINCIPAL	6,828,232	5,956,714	6,283,481	5,849,122	(434,359)	-6.91 %
4020 DEBENTURE INTEREST	717,247	635,179	719,374	700,187	(19,187)	-2.67 %
4101 BANK CHARGES	2,967	1,641	3,100	3,100	0	0.00 %
4110 CASH OVER / SHORT	(15)	0	0	0	0	0.00 %
4125 PENNY PHASE OUT	0	0	0	0	0	0.00 %
4201 COURT OF REVISION (442)	115,339	390,102	60,000	60,000	0	0.00 %
4202 ANA WRITEOFFS	33,270	(316)	10,000	10,000	0	0.00 %
4204 P.R.A.N.	175,700	26,508	20,000	30,000	10,000	50.00 %
4205 ARB/OMB/COURT DECISIONS	1,239,357	322,576	370,000	620,000	250,000	67.57 %
4206 MINUTES OF SETTLEMENT	104,114	66,699	80,000	80,000	0	0.00 %
4210 UNCOLLECTIBLE TAXES - 495	26,981	27,979	5,000	25,000	20,000	400.00 %
4222 PROPERTY TAX REDUCTIONS	620,080	642,399	644,738	668,095	23,357	3.62 %
4235 GEN ACCOUNT WRITE-OFF	(52,114)	104,540	335,000	135,000	(200,000)	-59.70 %

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): General Government Activities

Division(s): FINANCIAL EXPENSES

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
4250 CIP/TIFF INCENTIVES	208,628	185,582	95,000	130,350	35,350	37.21 %
4252 VACANCY REBATES	(11,736)	(1,168)	0	0	0	0.00 %
4253 CHARITY REBATES	69,107	59,047	85,000	70,000	(15,000)	-17.65 %
4254 PILS	49,592	33,305	0	0	0	0.00 %
4310 A/R WRITE-OFFS	(1,233)	0	0	0	0	0.00 %
4320 INVENTORY SHORT/(OVER)	(7,240)	6,736	0	0	0	0.00 %
4399 MISC ADJUSTMENTS	0	6,956	0	0	0	0.00 %
4401 CONTINGENCY	61,000	40,733	229,294	0	(229,294)	-100.00 %
FINANCIAL EXPENSES TOTAL	10,560,726	10,053,222	9,139,987	8,980,854	(159,133)	-1.74 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	5,525	0	0	0	0	0.00 %
5033 SOFTWARE UPGRADING	1,442	2,725	0	0	0	0.00 %
5101 CAPITAL LEVY	13,715,309	15,159,793	15,162,304	16,121,349	959,045	6.33 %
5115 TRANSFER TO RESERVE FUND	14,003,381	11,768,390	470,000	320,000	(150,000)	-31.91 %
5150 AGREEMENTS	233,150	75,424	90,000	90,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	27,958,807	27,006,332	15,722,304	16,531,349	809,045	5.15 %
EXPENSE TOTAL	38,831,935	36,908,492	24,869,937	26,012,035	1,142,098	4.59 %
REVENUE						
0430 PENALTIES/CURRENT TAXES	1,098,187	994,964	650,000	650,000	0	0.00 %
0433 PENALTIES A/R	9,193	908	10,000	10,000	0	0.00 %
0437 DIVIDENDS	913,251	1,033,015	887,346	900,000	12,654	1.43 %
0440 INTEREST/CURRENT BANK	551,025	2,389,680	500,000	800,000	300,000	60.00 %
0441 INTEREST ON INVESTMENTS	760,493	682,547	430,000	750,000	320,000	74.42 %
0445 OTHER INTEREST	0	27,617	0	0	0	0.00 %
0470 TSF FROM RESERVE FUND	37,800	71,199	967,119	2,110,801	1,143,682	118.26 %
0479 REIMBURSEMENTS	75,651	0	0	0	0	0.00 %
0480 SUNDRY REVENUE	0	22	0	0	0	0.00 %
0508 MIN OF TRANSPORTATION	1,500,000	0	0	0	0	0.00 %
0512 PROVINCIAL GAS TAX	912,567	906,919	0	0	0	0.00 %
0517 SAFE RESTART	1,412,221	0	0	0	0	0.00 %
0518 COVID RECOVERY FUNDING	747,129	0	0	0	0	0.00 %
0539 ONT COMMUNITY INFR OCIF	2,632,581	5,518,653	0	0	0	0.00 %
0542 CANNABIS FUNDING	15,295	0	0	0	0	0.00 %
0544 NORTHERN ONT RES (NORDS)	0	800,000	0	0	0	0.00 %
0608 CANADA COMMUNITY - BUILDING FUND (FEDERAL GAS TAX)	6,413,588	3,270,023	0	0	0	0.00 %
0919 VENDING MACHINE SALES	50	0	0	0	0	0.00 %
0995 DONATIONS / GRANTS	0	3,995	0	0	0	0.00 %
REVENUE TOTAL	17,079,031	15,699,542	3,444,465	5,220,801	1,776,336	51.57 %
GRAND TOTAL:	21,752,904	21,208,950	21,425,472	20,791,234	(634,238)	-2.96 %

Activity Summary Overview – 2023 Budget

General Revenues

OMPF

The Ontario Municipal Partnership Fund (OMPF) is the Province's unconditional grant payment to municipalities. The funding payment in 2023 will be reduced by \$197,000.

Municipal Taxation

To provide for the calculation, administration, reporting, and collecting of municipal taxes. Property tax is the main revenue source for municipalities in Ontario. Municipal tax rates are set by each municipality based on their own individual tax revenue needs as part of their annual budget process.

Payments In Lieu

The City records payments in lieu (PIL) of taxes for properties owned by the federal or provincial government.

The Government of Canada makes payments under the Payments in Lieu of Taxes Act. Through its federal departments and Crown corporations and agencies it owns a large inventory of property that includes: office buildings, harbours, prisons, national parks, RCMP detachment buildings and post offices.

Properties owned by the Province of Ontario or provincial Crown corporations make PIL payments under the Municipal Tax Assistance Act for properties occupied or owned by the province, tenanted provincial property and property leased by the province from exempt entities.

Most federal and provincial properties benefit from the services provided by municipalities and the governments firmly support the principle that, as a property owner, even though it is exempt from taxation, it should share the cost of local government equitably with other property owners in the community. Payments are based on the principle of fairness and are equitable in comparison to those made by other property owners.

Municipal Accommodation Tax

On November 23, 2017, the Province of Ontario issued the Transient Accommodation Regulation 435/17, which came into force December 1, 2017 and provides the necessary provisions for municipalities across Ontario to implement a Municipal Accommodation Tax (MAT).

The implementation of a Municipal Accommodation Tax creates revenue to promote tourism in North Bay and leverage capital investment and development. A capital/infrastructure focus will enhance the City's ability to finance new projects and also serve to improve infrastructure sustainability and in doing so strengthen North Bay's ability to attract and offer major event opportunities as well as new business.

For more information to go:

<https://www.northbay.ca/services-payments/property-taxes/>

<https://www.northbay.ca/city-government/budget-and-finance/municipal-accommodation-tax/>

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): General Government Activities

Division(s): GENERAL REVENUES

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	17,943	0	0	0	0	0.00 %
1101 OVERTIME FULLTIME	(26)	0	0	0	0	0.00 %
1202 VACATION	3,660	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	12,704	0	0	0	0	0.00 %
PERSONNEL TOTAL	34,281	0	0	0	0	0.00 %
GOODS & SERVICES						
2720 MUNICIPAL TAXES	2,540	2,623	2,641	2,641	0	0.00 %
GOODS & SERVICES TOTAL	2,540	2,623	2,641	2,641	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5115 TRANSFER TO RESERVE FUND	1,582,756	2,842,917	312,908	306,396	(6,512)	-2.08 %
5150 AGREEMENTS	408,921	626,109	469,454	459,594	(9,860)	-2.10 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,991,677	3,469,026	782,362	765,990	(16,372)	-2.09 %
INTERNAL TRANSFERS						
7010 ADMINISTRATION & OVERHEAD	71,834	107,316	107,638	124,010	16,372	15.21 %
INTERNAL TRANSFERS TOTAL	71,834	107,316	107,638	124,010	16,372	15.21 %
EXPENSE TOTAL	2,100,332	3,578,965	892,641	892,641	0	0.00 %
REVENUE						
0105 TAXATION	93,509,725	97,508,334	0	0	0	0.00 %
0110 SUPPLEMENTARY TAXES	727,575	1,382,581	400,000	500,000	100,000	25.00 %
0111 SUPPLEMENTARY TAXES-PILS	33,693	0	0	0	0	0.00 %
0140 MUNICIPAL ACCOMMODATION TAX	787,649	1,150,831	890,000	890,000	0	0.00 %
0185 EDUCATION TAXES RETAINED	47,842	48,910	49,453	50,866	1,413	2.86 %
0201 FEDERAL PROPERTIES	802,562	836,494	0	0	0	0.00 %
0211 C B C	2,299	2,381	0	0	0	0.00 %
0231 GOVERNMENT SERVICES	1,681,063	1,741,572	0	0	0	0.00 %
0250 NORTH BAY GENERAL HOSPITA	30,300	30,300	30,300	30,300	0	0.00 %
0252 NORTH BAY JAIL	7,500	7,500	7,500	7,500	0	0.00 %
0253 NIPSSING UNIVERSITY	283,800	295,350	283,800	295,350	11,550	4.07 %
0254 CANADORE COLLEGE	172,875	191,475	172,875	191,475	18,600	10.76 %
0260 MMAH-EFECTO DE ONDAS	1,208	1,251	0	0	0	0.00 %
0272 LIQUOR CONTROL BOARD	71,223	73,786	0	0	0	0.00 %
0274 ONTARIO NORTHLAND	566,882	583,593	0	0	0	0.00 %
0280 NORTH BAY HYDRO	24,663	25,551	0	0	0	0.00 %
0281 CITY OF NORTH BAY	298,172	322,631	0	0	0	0.00 %
0282 TOWNSHIP OF NORTH HIMSWOR	3,911	4,052	0	0	0	0.00 %
0283 LINEAR PROPERTY ACREAGE	23,574	23,949	23,574	23,949	375	1.59 %
0285 EDUCATION TAXES RETAINED - PIL	328,304	321,585	328,287	334,448	6,161	1.88 %
0305 UNCONDITIONAL GRANTS	10,094,200	10,353,400	10,353,400	10,156,400	(197,000)	-1.90 %
0463 GAMING/CASINO REVENUES	0	1,265,364	0	0	0	0.00 %



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): General Government Activities

Division(s): GENERAL REVENUES

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
0470 TSF FROM RESERVE FUND	0	0	500,000	350,000	(150,000)	-30.00 %
0477 LAND LEASE	4,800	4,800	4,000	4,800	800	20.00 %
0480 SUNDRY REVENUE	6,165	4,673	6,000	6,000	0	0.00 %
0841 PROPERTY RENTALS	310,129	314,630	310,870	319,518	8,648	2.78 %
0869 OTHER ADMINISTRATION FEES	15,000	15,000	15,000	15,000	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	80,247	63,039	63,039	63,039	0	0.00 %
REVENUE TOTAL	109,915,361	116,573,032	13,438,098	13,238,645	(199,453)	-1.48 %
GRAND TOTAL:	(107,815,029)	(112,994,067)	(12,545,457)	(12,346,004)	199,453	1.59 %

Activity Summary Overview – 2023 Budget

Mayor & Council

Mayor and Council

This cost center captures the expenses associated with the operations of the Mayor's Office and the activities of the City's ten councillors. Costs include compensation, travel, training conferences, office supplies, reception and other administration costs associated with City Council.

Positions:

	2022 Elected Officials	2023 Elected Officials
Mayor	1.00	1.00
City Councillor	10.00	10.00
Totals	11.00	11.00

Integrity Commissioner

On May 30th, 2017, multiple legislative amendments were passed through Bill 68. Part of the amendments focused on accountability and transparency and included the need for the public and municipal councillors to have access to an Integrity Commissioner, with broadened powers to investigate conflict of interest complaints and provide advice to councillors. The Integrity Commissioner services are included in legal fees within the Mayor's cost centre.

Next Municipal Election will be held in October 2026.

For more information go to:

<https://www.northbay.ca/city-government/mayor-council/>



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s):

General Government Activities

Division(s):

COUNCIL

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1002 TEMPORARY SALARIES	281,352	294,576	289,744	314,608	24,864	8.58 %
1802 FRINGE BENEFITS-PARTTIME	14,948	16,461	14,452	21,133	6,681	46.23 %
PERSONNEL TOTAL	296,300	311,037	304,196	335,741	31,545	10.37 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	6	556	250	250	0	0.00 %
2699 MISC GENERAL SUPPLIES	397	1,026	2,500	2,500	0	0.00 %
3001 POSTAGE	16	0	0	0	0	0.00 %
3035 MILEAGE	0	0	1,250	750	(500)	-40.00 %
3045 CONFERENCES & SEMINARS	1,221	10,580	25,000	25,000	0	0.00 %
3060 MEALS	0	970	4,000	4,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	25	0	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	1,113	554	1,152	310	(842)	-73.09 %
3970 CORPORATE INITIATIVES	0	14	0	0	0	0.00 %
GOODS & SERVICES TOTAL	2,778	13,700	34,152	32,810	(1,342)	-3.93 %
EXPENSE TOTAL	299,078	324,737	338,348	368,551	30,203	8.93 %
GRAND TOTAL:	299,078	324,737	338,348	368,551	30,203	8.93 %

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s):

General Government Activities

Division(s):

MAYOR

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1002 TEMPORARY SALARIES	70,674	73,996	72,800	79,028	6,228	8.55 %
1802 FRINGE BENEFITS-PARTTIME	10,480	12,723	11,082	12,525	1,443	13.02 %
PERSONNEL TOTAL	81,154	86,719	83,882	91,553	7,671	9.14 %
GOODS & SERVICES						
2520 SOUVENIR SUPPLIES	0	133	300	300	0	0.00 %
2601 OFFICE SUPPLIES	185	1,397	1,500	1,500	0	0.00 %
2699 MISC GENERAL SUPPLIES	127	964	1,000	1,000	0	0.00 %
3001 POSTAGE	149	273	500	500	0	0.00 %
3010 TELEPHONE	1,356	1,501	1,500	1,500	0	0.00 %
3035 MILEAGE	231	576	1,250	1,250	0	0.00 %
3045 CONFERENCES & SEMINARS	267	9,726	10,000	10,000	0	0.00 %
3050 RECEPTIONS	328	989	2,000	2,000	0	0.00 %
3060 MEALS	849	1,028	3,000	3,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	0	0	1,000	1,000	0	0.00 %
3105 LEGAL FEES	17,404	10,461	75,000	75,000	0	0.00 %
3130 CONSULTANT FEES	6,131	0	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	407	122	0	0	0	0.00 %
3930 COMMUNITY PROGRAMS	0	228	5,000	5,000	0	0.00 %
3970 CORPORATE INITIATIVES	4,811	2,723	5,000	5,000	0	0.00 %
GOODS & SERVICES TOTAL	32,245	30,121	107,050	107,050	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	901	1,000	1,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	901	1,000	1,000	0	0.00 %
EXPENSE TOTAL	113,399	117,741	191,932	199,603	7,671	4.00 %
REVENUE						
0480 SUNDRY REVENUE	154	231	0	200	200	100.00 %
REVENUE TOTAL	154	231	0	200	200	100.00 %
GRAND TOTAL:	113,245	117,510	191,932	199,403	7,471	3.89 %

Activity Summary Overview – 2023 Budget

Office of the CAO

The Office of the CAO is responsible to the Mayor and Members of Council for the administration, coordination and direction of all affairs of the Corporation in accordance with the policies and direction established by Council. In addition, the office includes the Communication and Strategic Development division.

The Communications and Strategic Development Officer supports the following:

- assists with the implementation and communication of the City’s business plan
- develops and administers the approved Corporate Communication Plan
- coordinates corporate public relations activities and events
- develops and implements approved standards and protocols for social media networking mediums and content management of the corporate intranet
- oversees the approved graphic presentation and content management of the corporate web site
- assists in the preparation and distribution of media notices or releases
- reviews and implements approved recommendation with regards to identity and brand management for the City of North Bay
- assists with the development and implementation of approved policies and standards across the Corporation
- ensures consistent marketing and promotion of the City of North Bay
- acts as corporate media liaison as required

This cost centre captures all the costs associated to the operations of the Office of the Chief Administrative Officer including total compensation, training, travel, office supplies and other administration costs.

Positions:

	2022 FTE	2023 FTE
CAO	1.00	1.00
Executive Assistant	1.00	1.00
Communications and Strategic Development Officer	1.00	1.00
Marketing Intern *	0.42	0.58
Totals	3.42	3.58

* Funding received from NOHFC – 1 Year Intern, starting August 2022

For more information go to:

<https://www.northbay.ca/city-government/departments/office-of-the-chief-administrative-officer/>

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s):

General Government Activities

Division(s):

OFFICE OF THE CAO

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	388,821	398,706	398,970	383,095	(15,875)	-3.98 %
1002 TEMPORARY SALARIES	0	15,649	15,649	19,779	4,130	26.39 %
1202 VACATION	17,958	8,210	0	791	791	100.00 %
1801 FRINGE BENEFITS-FULLTIME	109,062	111,756	112,698	115,938	3,240	2.87 %
1802 FRINGE BENEFITS-PARTTIME	0	2,179	2,179	1,892	(287)	-13.17 %
PERSONNEL TOTAL	515,841	536,500	529,496	521,495	(8,001)	-1.51 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	3,026	4,259	1,500	4,000	2,500	166.67 %
2630 SUBSCRIPTIONS/PERIODICALS	0	0	100	100	0	0.00 %
2672 EVENTS	0	0	8,500	8,900	400	4.71 %
2699 MISC GENERAL SUPPLIES	542	366	400	400	0	0.00 %
3010 TELEPHONE	1,164	1,992	2,000	2,300	300	15.00 %
3030 TRAVEL	0	1,631	1,500	2,000	500	33.33 %
3035 MILEAGE	119	296	1,300	800	(500)	-38.46 %
3045 CONFERENCES & SEMINARS	0	1,331	1,500	1,500	0	0.00 %
3060 MEALS	349	2,362	1,000	1,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	22,280	32,535	22,252	32,535	10,283	46.21 %
3070 TRAINING	0	0	2,000	2,000	0	0.00 %
3080 ADVERTISING & PROMOTION	3,821	1,119	8,203	8,303	100	1.22 %
3130 CONSULTANT FEES	0	0	3,500	2,500	(1,000)	-28.57 %
GOODS & SERVICES TOTAL	31,301	45,891	53,755	66,338	12,583	23.41 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	71	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	71	0	0	0	0	0.00 %
EXPENSE TOTAL	547,213	582,391	583,251	587,833	4,582	0.79 %
REVENUE						
0470 TSF FROM RESERVE FUND	0	0	2,700	2,700	0	0.00 %
0482 LAND SALE/RENTAL	1,618	1,405	2,474	2,474	0	0.00 %
0515 NOHFC	0	15,481	15,481	20,216	4,735	30.59 %
0901 TICKET SALES	0	0	3,100	3,500	400	12.90 %
7910 INTERNAL OVERHEAD REVENUE	63,746	61,578	61,578	74,794	13,216	21.46 %
REVENUE TOTAL	65,364	78,464	85,333	103,684	18,351	21.51 %
GRAND TOTAL:	481,849	503,927	497,918	484,149	(13,769)	-2.77 %



INFRASTRUCTURE and OPERATIONS

2023 OPERATING BUDGET



Business Unit Summary

Budget Year: 2023

YTD End Date: December 2022

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
Infrastructure and Operations						
AQUATIC CENTRE	211,134	298,033	358,645	278,656	(79,989)	-22.30%
CITY HALL FACILITIES	812,584	966,849	799,457	832,197	32,740	4.10%
ENGINEERING SERVICES	796,874	1,133,930	940,291	946,543	6,252	0.66%
ENVIRONMENTAL SERVICES	693,278	865,615	919,026	1,001,328	82,302	8.96%
FLEET MANAGEMENT	0	41,726	0	0	0	0.00%
KINGS LANDING	1,879	6,970	1,138	2,252	1,114	97.89%
MARINA	0	2,676	0	0	0	0.00%
PARKING OPERATIONS	46,992	25,040	(108,374)	6,080	114,454	105.61%
PARKS - OPERATIONS	3,872,931	3,933,691	4,053,823	4,167,294	113,471	2.80%
ROADS DEPARTMENT	8,812,715	8,647,497	9,226,726	9,334,714	107,988	1.17%
STORM SEWERS	633,737	670,656	583,970	611,651	27,681	4.74%
TRANSIT	4,367,541	4,722,290	4,485,868	4,933,772	447,904	9.98%
WORKS DEPT ADMINISTRATION	658,889	736,156	765,161	747,043	(18,118)	-2.37%
Total:	20,908,554	22,051,129	22,025,731	22,861,530	835,799	3.79%
Grand Total:	20,908,554	22,051,129	22,025,731	22,861,530	835,799	3.79%

Business Unit Overview - 2023 Budget

Infrastructure and Operations (IO)

2023 Business Unit Pressures:

The 2023 budget includes the cost to deliver existing service levels to taxpayers. Significant changes in the 2023 budget are a result of approved phased-in changes, fuel, utilities, supply chain challenges, and increases within contractual agreements. The overall net increase of \$835,799 or 3.79% can be highlighted as follows:

- **Personnel Costs - \$704,462** - Phase-in of annualized positions and anticipated contractual salary and benefits increases total \$704,462 for 2023. Approved City Union Contracts are in effect until December 31, 2024, as well as the approved Non-Union Salary By-law. Student wages have been adjusted to the new Provincial Minimum Wage rate. Increase includes Service Level Change approved by Council for an additional Utility Tractor Operator.

Benefits include items such as Employment Insurance, Canada Pension Plan, WSIB, OMERS, EHT, LTD, Life, AD&D, dental and major medical. Effective November 1st, group benefit rates increased by 7.1%. The new rates have been reflected in the enclosed budget.

Project/Capital wage costs are presented in this budget and are offset with revenues transferred from the Capital budget. Capital wage costs do not directly place pressure on Operating budget requirements. See line #0460.

- **Utilities - (\$413,242)** - Historical trends, current projections, anticipated usage, and future rates are used to project utility costs. Natural Gas rates have continued to increase since January 2021 (i.e. \$0.13 cents/m³ to current \$0.31 cents/m³). Natural Gas budgets were based on projections plus an 8.3% increase over 2022 (3-year average). The Aquatic Center has realized annual savings in Natural Gas costs (estimated \$60,000) that can be partially related to the implementation of the Co-gen project located at Memorial Gardens. Conservatively, Hydro budgets were based on estimated usage with a zero percent increase. Street Lighting has realized annual savings in Hydro costs (estimated \$400,000) that can be related to a 'change in costing methodology' that was set by the province stemming from Hydro's 2021 Cost of Service Review.
- **Fuel - \$776,232** - The fuel budget was set based on expected usage at an estimated weighted average rate of \$1.748 per litre (2022 6-month average) plus the increase in carbon tax in April of 2023 at \$0.0326 per litre. The estimated overall weighted average fuel rate totals \$1.78 per litre. Under the terms of the current contract, the City pays pricing based on the Ultramar Daily Toronto Rack Rate. Note, 2022 was set at a rate of \$1.084 per litre. The budgeted fuel rates exclude the provincial fuel taxes of 5.7 cents and 5.3 cents (Diesel) per litre which was cut by the provincial government in 2022 and is now extended until December 31, 2023.
- **Contracts & Agreements - \$340,000 est.** - The City has realized supply chain disruptions and price increases in goods and services including higher tendered contracts and agreement costs.
- **Winter Control - \$172,132** - Consistent with past practice the winter control budget is based on the historical 7-year average. Winter control is budgeted to increase by \$172,132 of which \$33,990 is related to personnel costs and communicated in the above noted personnel total. All year-end surpluses or deficits are recommended to go to or from reserves. Currently, the balance in the Winter Control Reserve is \$207,562.
- **Transit Revenues** - Transit revenues have been significantly impacted by COVID-19 and have not fully recovered to prior levels. Transit has adjusted routes and schedules to align with ridership utilization realizing cost savings to help offset the revenue deficit and additional costs incurred. Revenues received from contracted services is expected to fully recover in 2023, however other

areas such as cash fares still remain below pre-pandemic levels. While the City is optimistic that revenues will continue to recover, the future impact on operations from current economic conditions remains uncertain.

- **Transfer to Reserves - (\$442,863)** - The change in Transfer to Reserves primarily relates to the Fleet department. A transfer to Capital Reserves is annually budgeted within the Fleet department for future Fleet Capital purchases and was decreased by \$500,000 in 2023 due to the use of grant funding.
- **Transfer from Reserves - \$574,986** - Overall use of reserves has decreased for 2023 budgets. The 2022 IO budget used reserves to support departments that had not yet recovered to pre-pandemic levels. The 2022 General Operating Budget contained \$440,000 use of reserve funding from the Tax Rate Stabilization Reserve of which \$88,578 was allocated to IO. In addition, the 2022 IO budget contained \$934,667 from Safe Restart/Reserve funding to offset Transit revenue losses. At the date of this report, no 2023 Safe Restart funding has been announced. In order to support Transit Recovery to pre-pandemic levels and to phase out reserve dependency, \$479,223 of reserve funding is included in the 2023 budget to offset transit revenue pressures.
- **Sale of Recyclables - (\$83,000)** - The City has seen a significant price increase for sale of recyclable goods in 2022. Collection has remained consistent, so the full 2022 surplus is rate related and dependent on the market. It is assumed that market rates for recyclables will remain at current levels for some time. The 2023 budget has been increased by \$132,000 to reflect anticipated revenues. In addition, the budget has been adjusted for an expected decrease (\$49,000) in Stewardship Agreement revenues (Provincial formula driven agreement). The net impact is an increase to revenues by \$83,000.
- **Zero-Cost Centers - \$0** - There are departments within the City that are deemed to be self-sustaining due to either legislation, City policies, or operational best practices. For IO these include the Marina and Fleet departments.

Fleet operates on a full cost recovery life cycle management approach. Using performance metrics, the system is set up to optimize operations and adequately sustain Fleet inventory for future years. For 2023 and forward, an annual use of Gas Tax dollars (\$500,000) will be utilized to cover a portion of transit capital costs going forward and in turn operational vehicle usage rates charged to the Transit department have decreased accordingly.

City's practice has been to operate the Marina as a zero-cost center by utilizing surplus years to offset deficit years in order to minimize any impact to the general taxpayer.

Service Level Changes (SLC):

- Environmental - Clean Green Beautiful
- Parking - Permit Parking Program for 2nd Avenue
- Parks - North Bay Heritage Gardeners
- Roads - Utility Tractor Operator
- Transit – Extension of Services to Couchie Memorial Drive

Activity Summary Overview - 2023 Budget

Aquatic Centre

To provide for the agreement between the YMCA and the City of North Bay to assist with costs to maintain the Aquatic Centre operated by the YMCA.

- Aquatic Centre Capital & Operating budget development and implementation in coordination with the YMCA
- Capital Project Management; planning, execution, risk management, closure, warranty follow-up
- Budget reporting and management
- Participate on Energy Efficiency Action Committee
- Creation, implementation, and maintenance of an asset management plan
- Health & Safety

Positions:

	2022 FTE	2023 FTE
Supervisor, Facilities & Parking	0.10	0.10
Totals	0.10	0.10

For more information go to:

<https://www.northbay.ca/our-community/recreational-activities/swimming-splash-pad/pools/>

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Infrastructure and Operations

Division(s): AQUATIC CENTRE

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	8,305	8,722	8,788	8,922	134	1.52 %
1202 VACATION	(173)	207	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	2,665	2,896	2,856	3,043	187	6.55 %
PERSONNEL TOTAL	10,797	11,825	11,644	11,965	321	2.76 %
GOODS & SERVICES						
2625 BUILDING MAINT SUPPLIES	7,074	3,007	9,100	9,100	0	0.00 %
2701 HYDRO	104,487	112,226	128,814	114,946	(13,868)	-10.77 %
2705 NATURAL GAS	23,153	26,146	98,832	39,241	(59,591)	-60.30 %
2715 WATER	16,273	28,810	34,711	29,666	(5,045)	-14.53 %
3305 BUILDING MAINTENANCE	5,086	8,460	9,100	9,355	255	2.80 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	5,907	14,568	12,240	12,607	367	3.00 %
3430 MAINTENANCE CONTRACT	34,578	48,688	33,600	33,600	0	0.00 %
3445 SNOW REMOVAL CONTRACT	0	10,619	0	37,000	37,000	100.00 %
3601 INSURANCE PREMIUMS	23,419	27,236	25,604	30,776	5,172	20.20 %
GOODS & SERVICES TOTAL	219,977	279,760	352,001	316,291	(35,710)	-10.14 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	6,359	0	5,000	5,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	6,359	0	5,000	5,000	0	0.00 %
EXPENSE TOTAL	237,133	291,585	368,645	333,256	(35,389)	-9.60 %
REVENUE						
0841 PROPERTY RENTALS	26,000	(2,500)	10,000	54,600	44,600	446.00 %
REVENUE TOTAL	26,000	(2,500)	10,000	54,600	44,600	446.00 %
GRAND TOTAL:	211,133	294,085	358,645	278,656	(79,989)	-22.30 %

Activity Summary Overview - 2023 Budget

City Hall Facilities

To operate and maintain City Hall facilities. Provide on-going development and rehabilitation of the building and its equipment with an emphasis on accessibility, energy efficiency and sustainability of the facility.

- Capital and Operating budget development and implementation
- Capital Project Management; planning, execution, risk management, closure, warranty follow-up
- Budget reporting and management
- Janitorial services
- Participate on Energy Efficiency Action Committee
- Health and Safety

Positions:

	2022 FTE	2023 FTE
Manager, Facilities*	0.75	0.75
Supervisor, Facilities & Parking	0.40	0.40
Facilities Coordinator*	0.70	0.70
Building Maintenance Person	2.00	2.00
Custodian	2.00	1.00
Totals	5.85	4.85

Note:

* Partially funded from capital budget.

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s):

Infrastructure and Operations

Division(s):

CITY HALL FACILITIES

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	356,804	366,236	328,952	293,176	(35,776)	-10.88 %
1002 TEMPORARY SALARIES	210	0	2,000	0	(2,000)	-100.00 %
1003 SHIFT PREMIUM	4,754	4,049	5,811	5,811	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	107,545	96,984	(10,561)	-9.82 %
1101 OVERTIME FULLTIME	8,592	4,951	3,720	4,000	280	7.53 %
1202 VACATION	(2,519)	12,045	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	0	0	150	0	(150)	-100.00 %
1801 FRINGE BENEFITS-FULLTIME	133,203	126,399	117,073	105,974	(11,099)	-9.48 %
PERSONNEL TOTAL	501,044	513,680	565,251	505,945	(59,306)	-10.49 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	858	1,094	1,000	1,000	0	0.00 %
2615 JANITORIAL SUPPLIES	16,923	12,255	15,000	12,500	(2,500)	-16.67 %
2650 CLOTHING / UNIFORM	1,844	1,434	1,820	1,820	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	641	537	1,175	1,175	0	0.00 %
2701 HYDRO	187,546	201,632	213,385	213,385	0	0.00 %
2705 NATURAL GAS	25,862	35,602	25,133	38,100	12,967	51.59 %
2715 WATER	11,343	9,609	11,289	9,895	(1,394)	-12.35 %
3001 POSTAGE	13	0	75	0	(75)	-100.00 %
3010 TELEPHONE	1,937	2,486	2,000	2,000	0	0.00 %
3035 MILEAGE	167	310	750	750	0	0.00 %
3060 MEALS	0	81	0	0	0	0.00 %
3070 TRAINING	0	877	4,175	4,175	0	0.00 %
3305 BUILDING MAINTENANCE	40,246	76,650	37,000	45,000	8,000	21.62 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	50,810	54,776	51,500	54,000	2,500	4.85 %
3380 PROPERTY DAMAGES - VANDALISM	0	9,172	0	0	0	0.00 %
3450 COMMISSIONAIRES	39,506	39,650	42,400	42,935	535	1.26 %
3480 CLEANING CONTRACT	33,071	55,830	41,500	46,000	4,500	10.84 %
3601 INSURANCE PREMIUMS	56,927	65,775	62,001	74,240	12,239	19.74 %
GOODS & SERVICES TOTAL	467,694	567,770	510,203	546,975	36,772	7.21 %
CAPITAL/RESERVE TRANSACTIONS						
5005 BUILDINGS	24,634	35,352	27,000	30,000	3,000	11.11 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	24,634	35,352	27,000	30,000	3,000	11.11 %
EXPENSE TOTAL	993,372	1,116,802	1,102,454	1,082,920	(19,534)	-1.77 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	0	0	107,660	96,984	(10,676)	-9.92 %
0470 TSF FROM RESERVE FUND	41,600	0	41,600	0	(41,600)	-100.00 %
0474 REFUNDS	4,193	3,837	4,000	4,000	0	0.00 %
0969 RECOVERY OF UTILITY COSTS	55,650	61,705	62,497	62,497	0	0.00 %
0970 REC OF MAINTENANCE COSTS	11,607	8,648	15,000	15,000	0	0.00 %



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): *Infrastructure and Operations*

Division(s): *CITY HALL FACILITIES*

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
7910 INTERNAL OVERHEAD REVENUE	67,736	72,241	72,241	72,241	0	0.00 %
REVENUE TOTAL	180,786	146,431	302,998	250,722	(52,276)	-17.25 %
GRAND TOTAL:	812,586	970,371	799,456	832,198	32,742	4.10 %

Activity Summary Overview - 2023 Budget

Engineering Services

The major activities of the Engineering Department include project management for design and construction of municipal infrastructure (roads, streetscaping, watermains, sanitary and storm sewers, culverts, and bridges) including pre-engineering surveys for design, environmental assessments, preliminary and detailed design, as well as contract administration and inspection for construction projects. Other activities include asset management, traffic engineering, development review, long-term planning studies, utility approvals, and private property servicing requests (service contracts). The major categories of activities are Infrastructure, Capital Works, Engineering Technical Services, Development, and Traffic.

Infrastructure

The Engineering Department conducts studies and analyzes the performance of the City's infrastructure networks to ensure that the provision of road, water and wastewater services are safe and reliable. This is accomplished through the following programs: Asset Management for the core assets, including updates to asset data and the Asset Management Plan; Bridge and Culvert Management Program; Infrastructure Needs Assessment; and Pavement Management Program.

Capital Works

Activities for municipal infrastructure projects (roads, streetscaping, watermains, sanitary and storm sewers, culverts, and bridges), include:

- In-house survey
- Management of specialized consultants (geotechnical, etc.)
- In-house/consulted Environmental Assessments
- In-house/consulted preliminary and detailed designs
- Project management for design and construction
- Management of consulted engineering services
- In-house contract administration and inspection services for construction
- Collection of as-built construction information

The Engineering Department also provides planning, survey, design, cost estimating, and advisory services to other City departments with respect to their capital works.

The department is a liaison with regulatory agencies and utilities to obtain permits and approvals and to coordinate design and construction activities.

Engineering Technical Services

The department provides a wide range of services to the general public including:

- General engineering inquiries
- North Bay maps (Road, Rural and Urban)
- Engineering drawings (Plan & Profile, Details, City Standards)
- City projects digital drawing archives
- Servicing requests from private property owners for water, sanitary, and storm connections (Service Contracts)
- Property status requests
- Utilities Municipal Consent processing (Hydro, Telecommunication, Gas, etc.)
- AutoCAD mapping services
- Traffic counts
- Maintenance of as-built construction information

Development

Engineering assists the Planning Department with review of new developments including: Subdivision Development (Subdivision/Draft Plan Approvals, Pre-servicing Agreements, and Subdivision Agreements), Site Plan Control Agreement Applications, Major Property Development, General Property Development, Committee of Adjustment Applications, Minor Variance Applications, and Consent Applications. Engineering provides comments and recommendations related to the storm water management, water and sewer servicing, grading, erosion and sedimentation control, and traffic impacts.

Traffic

Activities for traffic engineering services include: review, analysis, and recommendations for traffic requests (stop signs, traffic signals, pedestrian crossings, and speed concerns).

Positions:

	2022 FTE	2023 FTE
City Engineer	0.50	0.50
Senior Capital Program Engineer ^{*,***}	1.00	1.00
Senior Project Manager ^{*,***}	1.00	1.00
Infrastructure Engineer ^{**,**}	1.00	1.00
Municipal Development Engineer ^{*,***}	1.00	1.00
Municipal Development Engineer – Contract ^{*,***}	0.00	1.00
Field Tech I ^{**,**}	5.00	5.00
Field Tech II ^{**,**}	2.00	2.00
Chief Draftsperson ^{*,***}	1.00	1.00
Engineering Technician I & II ^{**,**}	2.00	2.00
Engineering Intern – Contract ^{****}	0.00	1.00
Administrative Assistant, EESW	1.00	1.00
Manager, Special Projects ^{****}	1.00	1.00
Totals	16.50	18.50

Notes:

- * Partially funded from capital budget.
- ** Infrastructure Engineer and one Field Tech I funded entirely from capital budget.
- *** Most of the activities and tasks of the various positions are directly related to Capital projects and are therefore recovered from the applicable projects. These activities include project management, surveying, design, contract administration, and inspection.
- **** 3-year secondment for the Community Center Capital Project.
- ***** One-year contract which is partially funded by NOHFC.

For more information go to:

<https://www.northbay.ca/city-government/departments/engineering-services/>

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s):

Infrastructure and Operations

Division(s):

ENGINEERING SERVICES

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	651,586	643,549	674,048	606,186	(67,862)	-10.07 %
1002 TEMPORARY SALARIES	29,454	80,513	0	86,913	86,913	100.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	724,348	874,183	149,835	20.69 %
1101 OVERTIME FULLTIME	(478)	3,127	5,000	5,000	0	0.00 %
1202 VACATION	44,348	40,982	0	5,535	5,535	100.00 %
1203 COMPASSIONATE LEAVE	1,995	1,024	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	968	0	670	0	(670)	-100.00 %
1401 TRAINING & SAFETY	0	475	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	174	121	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	227,926	229,396	435,116	486,218	51,102	11.74 %
1802 FRINGE BENEFITS-PARTTIME	4,646	13,413	0	13,373	13,373	100.00 %
PERSONNEL TOTAL	960,619	1,012,600	1,839,182	2,077,408	238,226	12.95 %
GOODS & SERVICES						
2401 GAS FUEL	11,155	10,578	10,711	11,226	515	4.81 %
2601 OFFICE SUPPLIES	3,254	2,452	2,000	2,000	0	0.00 %
2610 DRAFTING SUPPLIES	673	0	1,000	1,000	0	0.00 %
2612 SURVEY SUPPLIES	15,346	17,795	16,450	16,500	50	0.30 %
2650 CLOTHING / UNIFORM	3,354	3,381	3,500	3,500	0	0.00 %
2655 SAFETY SUPPLIES	995	243	1,500	500	(1,000)	-66.67 %
2660 SAFETY BOOT ALLOWANCE	1,573	1,307	1,500	1,500	0	0.00 %
3005 COURIER & DELIVERY	5	129	500	100	(400)	-80.00 %
3010 TELEPHONE	2,446	3,006	2,285	2,285	0	0.00 %
3014 TELECOMMUNICATIONS	0	215	215	215	0	0.00 %
3030 TRAVEL	0	1,831	0	0	0	0.00 %
3035 MILEAGE	2,864	3,600	3,000	2,500	(500)	-16.67 %
3045 CONFERENCES & SEMINARS	819	268	1,200	750	(450)	-37.50 %
3055 MEETING COSTS	640	974	750	500	(250)	-33.33 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	3,021	2,706	5,565	3,315	(2,250)	-40.43 %
3070 TRAINING	864	17,248	23,000	23,000	0	0.00 %
3133 TRAFFIC COUNTS	1,537	1,738	1,500	2,000	500	33.33 %
3199 MISC PROFESSIONAL FEES	0	308	0	0	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	466	1,548	500	1,000	500	100.00 %
GOODS & SERVICES TOTAL	49,012	69,327	75,176	71,891	(3,285)	-4.37 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	0	28,945	20,000	10,000	(10,000)	-50.00 %
5015 OFFICE FURNITURE & EQUIP	2,297	4,950	2,500	2,500	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	2,297	33,895	22,500	12,500	(10,000)	-44.44 %



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Infrastructure and Operations

Division(s): ENGINEERING SERVICES

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	51,328	52,765	52,794	52,794	0	0.00 %
7050 FLEET CHARGEBACK CHARGES	0	262	0	0	0	0.00 %
INTERNAL TRANSFERS TOTAL	51,328	53,027	52,794	52,794	0	0.00 %
EXPENSE TOTAL	1,063,256	1,168,849	1,989,652	2,214,593	224,941	11.31 %
REVENUE						
0419 OTHER PERMIT/ENCROACHMENT	2,397	4,045	5,000	4,000	(1,000)	-20.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	804,891	998,541	193,650	24.06 %
0470 TSF FROM RESERVE FUND	6,717	0	0	0	0	0.00 %
0472 REIMB - CUPE BENEFITS	1,582	1,762	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	4,235	3,786	0	0	0	0.00 %
0607 FEDNOR GRANT	0	0	0	26,250	26,250	100.00 %
0827 OVERSIZED LOAD PERMITS	2,700	850	2,500	2,000	(500)	-20.00 %
0835 SPECIAL EVENT FEES	5,283	6,750	4,500	5,250	750	16.67 %
0850 ADMIN FEES	214	110	0	0	0	0.00 %
0855 SERVICE CHARGES	9,224	7,913	13,500	10,000	(3,500)	-25.93 %
0895 ENG APPLICATION FEES	47,585	32,470	30,000	32,500	2,500	8.33 %
0965 TRAFFIC COUNT FEES	0	0	750	750	0	0.00 %
0980 SUBDIVISION INSPECTION FE	15,000	15,000	10,000	15,000	5,000	50.00 %
0981 MOE CERTIFICATES	6,895	0	7,500	0	(7,500)	-100.00 %
7910 INTERNAL OVERHEAD REVENUE	164,548	170,720	170,720	173,760	3,040	1.78 %
REVENUE TOTAL	266,380	243,406	1,049,361	1,268,051	218,690	20.84 %
GRAND TOTAL:	796,876	925,443	940,291	946,542	6,251	0.66 %

Activity Summary Overview – 2023 Budget

Environmental Services

The Environmental Services' budget provides for the operation and maintenance of the engineered landfill sites, waste and recycling collection, household hazardous waste disposal, and environmental remediation and consulting services for contaminated lands owned by the City.

Positions:

	2022 FTE	2023 FTE
Senior Engineer	0.33	0.33
Roads, Traffic and Landfill Manager	0.10	0.10
Landfill Supervisor	1.00	1.00
Landfill Operations Coordinator	1.00	1.00
Environmental Control Officer	1.00	1.00
Hazardous Waste Attendant	2.00	2.00
Organic Depot - Student	0.30	0.30
Landfill Attendant	4.55	4.55
Heavy Equipment Operator	4.00	4.00
Landfill Operator – Leachate Plant	1.00	1.00
Totals	15.28	15.28

Garbage Collection

Solid waste collection is contracted to Miller Waste Systems. The contract commenced July 1, 2010. It was amended and extended July 1, 2020 with a new termination date of July 1, 2030. All residents of North Bay receive waste collection; an estimated 19,000 households will receive curbside pick-up and approx. 4,500 households are served through the multi-residential collection service.

Blue Box Program

The Blue Box Program includes collection, processing, sales of goods and advertising. The Blue Box Program is included in the Garbage Collection contract with Miller Waste Systems. The City also leases the Recycling Facility and the lease is scheduled to end June 30, 2025.

Waste diversion is a Ministry of the Environment, Conservation and Parks (MECP) requirement of operating the City's landfill site and is subsidized through Provincial Stewardship Programs. The program cost is currently funded between 40% to 50% depending on performance and efficiencies measured through a provincial data call. The higher the measured performance the greater the funding received. The City has consistently received close to 50%.

The MECP has released legislation in regard to a new producer pay program called Extended Producer Responsibility (EPR). This will involve a transition away from the current blue box system in which producers of recyclable materials share recycling costs with municipality. The new system will see the province take complete control of the blue box recycling with producers being responsible for the entirety of the cost of the program. The new provincial program will standardize recycling across Ontario. The City of North Bay has been notified by the Province that we will be transitioning in 2025. There are several unknowns in regard to how EPR will affect the City of North Bay however staff will continue working with the province and the current service provider over the next 2 years to develop a framework for the transition.

Household Hazardous Waste (HHW) and Waste Diversion Depot

Maintaining a Household Hazardous Waste Program is a requirement of the Certificate of Approval to operate a Landfill.

The City of North Bay has been providing a Household Hazardous Waste Depot (HHWD) to residents of North Bay and surrounding participating municipalities since 1998. The site is open year-round and accepts hazardous products that residents accumulate in their home. The City's hazardous waste shipping and disposal contract ended December 31, 2022 and a new contract was approved by Council. Disposal costs based on the new agreement have been reflected in the 2023 HHWD budget.

The HHWD is also the site of the free leaf and yard waste drop off, where residents can drop off leaf and yard waste, free electronics drop off area as well as scrap metal drop off.

A new producer responsibility regulation for hazardous and special products has been implemented as part of the Resource Recovery and Circular Economy Act. This regulation makes producers of hazardous and special products responsible for collecting, managing, and/or promoting the recycling or proper disposal of these products. This includes paints, pesticides, solvents, oil filters, oil containers, antifreeze, pressurized containers, and mercury containing devices. The new regulation, which came into effect on October 1, 2021, has had little impact on the operation of the depot other than the City was required to sign new agreements for disposal of some hazardous and special products.

Merrick Landfill

The Merrick Landfill Site operates under the Ministry of Environment, Conservation and Parks (MECP) Provisional Certificate of Approval No A530116 which provides the disposal of domestic, commercial and non-hazardous solid industrial wastes within a 16.4 hectare area of a 360 hectare site. Since the landfill opened in July 1994 the site was operated by a combination of a contracted Site Operator retained by the City and City personnel. In 2021 Council approved City staff's proposal to bring the entire operation of the landfill in-house. On January 1, 2022 City staff took over the operation of the landfill which includes controlling access to the Site, operating the tipping face, maintaining the road network, weigh scale, leachate treatment, landfill gas collection and environmental sampling.

As of December 31, 2022, the Merrick Landfill site will be 28 years old and have an estimated remaining life of 17 years based on the Engineer's report.

Tipping fees are collected on commercial/industrial waste deposited at the landfill site. In 2021, tipping fees increased from \$99 to \$102/tonne. Council has authorized an increase from \$102/tonne to \$105/tonne effective March 1, 2023.

Leachate Treatment

The Leachate Treatment Facility, which is a requirement of the Ministry of the Environment Certificate of Approval, was commissioned in 2018. The Facility treats leachate from the lined Merrick Landfill waste cells 5-8 and discharges the treated effluent into an information basin.

Marsh Drive Landfill

Marsh Drive landfill closed in 1994. Costs are for the perpetual care of the landfill.

For more information go to:

<https://www.northbay.ca/city-government/departments/public-works-environmental-services-and-parks/>
<https://www.northbay.ca/services-payments/garbage-recycling/>

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s):

Infrastructure and Operations

Division(s):

ENVIRONMENTAL SERVICES

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	468,993	771,577	971,143	972,237	1,094	0.11 %
1002 TEMPORARY SALARIES	93,621	72,519	51,358	62,146	10,788	21.01 %
1003 SHIFT PREMIUM	115	8	0	0	0	0.00 %
1004 OTHER/STANDBY	2,923	886	0	0	0	0.00 %
1010 MODIFIED/ACCOMMODATED	0	200	0	0	0	0.00 %
1101 OVERTIME FULLTIME	23,356	69,104	30,000	38,500	8,500	28.33 %
1102 OVERTIME PART TIME	3,827	1,564	1,000	1,000	0	0.00 %
1202 VACATION	17,303	56,470	1,654	1,686	32	1.93 %
1203 COMPASSIONATE LEAVE	0	280	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	17,114	23,784	0	0	0	0.00 %
1207 SICK LEAVE	33,242	21,241	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	0	15,025	0	0	0	0.00 %
1401 TRAINING & SAFETY	1,603	8,252	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	440	60	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	195,155	312,514	334,678	346,832	12,154	3.63 %
1802 FRINGE BENEFITS-PARTTIME	23,397	17,744	10,390	11,183	793	7.63 %
PERSONNEL TOTAL	881,089	1,371,228	1,400,223	1,433,584	33,361	2.38 %
GOODS & SERVICES						
2001 SAND	0	1,260	5,000	5,000	0	0.00 %
2002 SALT	0	772	2,600	2,600	0	0.00 %
2006 ASPHALT - COLD MIX	0	286	0	0	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	128	8,528	0	0	0	0.00 %
2022 CULVERTS	0	54	0	0	0	0.00 %
2030 GRAVEL	0	198	0	0	0	0.00 %
2036 SIGNS	0	1,402	0	0	0	0.00 %
2055 CHEMICALS	21,702	35,725	20,000	55,000	35,000	175.00 %
2099 MISC. MATERIALS	3,928	695	2,000	2,000	0	0.00 %
2401 GAS FUEL	2,372	10,568	13,815	13,815	0	0.00 %
2405 DIESEL FUEL	0	1,709	500	0	(500)	-100.00 %
2407 COLOURED/DYED DIESEL	1,157	106,797	155,559	136,737	(18,822)	-12.10 %
2601 OFFICE SUPPLIES	2,792	5,718	1,280	1,200	(80)	-6.25 %
2650 CLOTHING / UNIFORM	4,652	6,744	5,820	12,095	6,275	107.82 %
2655 SAFETY SUPPLIES	4,706	8,808	9,500	9,500	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	2,537	2,319	3,126	5,283	2,157	69.00 %
2699 MISC GENERAL SUPPLIES	30,377	21,706	28,500	23,500	(5,000)	-17.54 %
2701 HYDRO	107,002	143,428	109,899	141,964	32,065	29.18 %
2715 WATER	1,030	499	2,000	2,000	0	0.00 %
2720 MUNICIPAL TAXES	3,456	1,177	3,500	3,500	0	0.00 %
2945 LANDFILL FILTERS	1,563	519	1,500	1,500	0	0.00 %

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s):

Infrastructure and Operations

Division(s):

ENVIRONMENTAL SERVICES

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
2950 BLUE BOX / COMPOSTERS	10,150	26,464	8,000	18,500	10,500	131.25 %
2977 LABORATORY CONSUMABLES	0	7,097	0	3,000	3,000	100.00 %
2980 INSTRUMENTATION	0	3,794	0	3,000	3,000	100.00 %
3010 TELEPHONE	6,899	8,480	8,260	10,360	2,100	25.42 %
3014 TELECOMMUNICATIONS	0	1,040	740	1,040	300	40.54 %
3035 MILEAGE	6,953	2,314	15,500	2,500	(13,000)	-83.87 %
3055 MEETING COSTS	408	439	200	380	180	90.00 %
3060 MEALS	0	52	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	341	1,883	313	1,300	987	315.34 %
3070 TRAINING	9,029	9,422	15,775	13,500	(2,275)	-14.42 %
3080 ADVERTISING & PROMOTION	22,166	31,588	29,850	29,750	(100)	-0.34 %
3130 CONSULTANT FEES	1,832	4,956	0	0	0	0.00 %
3155 MONITORING REPORTS	5,118	34,170	44,000	44,000	0	0.00 %
3170 LEGAL SEARCHES	0	45	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	0	13,619	0	0	0	0.00 %
3202 ORGANIC CONTAINERS	45,996	46,855	35,000	45,000	10,000	28.57 %
3203 WASTE BIN RENTALS	65,187	67,692	49,600	49,600	0	0.00 %
3204 METAL CONTAINERS	71	142	400	400	0	0.00 %
3215 PROPERTY & BUILDING LEASE	100,077	101,578	102,500	104,625	2,125	2.07 %
3299 MISC LEASES & RENTS	0	38,624	47,812	47,800	(12)	-0.03 %
3301 RADIO MAINTENANCE	3,028	3,867	2,500	4,500	2,000	80.00 %
3305 BUILDING MAINTENANCE	1,098	2,355	2,000	2,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	56,615	28,619	27,000	27,000	0	0.00 %
3312 ROADS MAINTENANCE	9,791	10,219	12,000	12,000	0	0.00 %
3380 PROPERTY DAMAGES - VANDALISM	0	4,008	0	0	0	0.00 %
3399 MISC MAINTENANCE FEES	9,227	3,218	5,745	5,745	0	0.00 %
3401 STREET GARBAGE CONTRACT	987,323	1,017,423	1,011,836	1,024,000	12,164	1.20 %
3403 MULTI-RES GARBAGE	224,837	225,169	225,206	228,021	2,815	1.25 %
3405 RECYCLING COLLECTION	873,427	997,489	927,000	950,000	23,000	2.48 %
3409 HAZARDOUS WASTE DISPOSAL	87,358	77,326	75,000	215,000	140,000	186.67 %
3413 LANDFILL MAINT CONTRACT	1,156,826	0	0	0	0	0.00 %
3414 WATER SUPPLY SAMPLING	5,000	5,000	5,000	5,000	0	0.00 %
3416 SEPTIC SYS. SAMPLING	18,000	9,238	9,000	9,000	0	0.00 %
3418 WATER ANALYSIS	53,735	65,049	66,350	67,500	1,150	1.73 %
3422 WOOD CHIP/TUB GRINDING	67,147	57,853	125,000	62,000	(63,000)	-50.40 %
3425 CONSTRUCTION CONTRACT	14,916	23,131	15,000	15,000	0	0.00 %
3428 CONCRETE RESTORATION	617	0	0	0	0	0.00 %
3489 CONTRACT/OUTSIDE SERVICES	6,749	0	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	34,986	42,540	42,894	48,782	5,888	13.73 %

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s):

Infrastructure and Operations

Division(s):

ENVIRONMENTAL SERVICES

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
3975 MATTRESS RECYCLING	101,596	113,430	81,000	100,000	19,000	23.46 %
3980 CLEAN GREEN BEAUTIFUL	10,000	10,000	10,000	50,000	40,000	400.00 %
3999 MISC SERVICES & RENTS	20,996	22,448	20,000	20,000	0	0.00 %
GOODS & SERVICES TOTAL	4,204,901	3,477,548	3,385,080	3,635,997	250,917	7.41 %
FINANCIAL EXPENSES						
4101 BANK CHARGES	8,044	7,186	7,600	7,600	0	0.00 %
4110 CASH OVER / SHORT	23	32	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	8,067	7,218	7,600	7,600	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	444	0	0	0	0	0.00 %
5115 TRANSFER TO RESERVE FUND	251,070	440,368	392,867	397,631	4,764	1.21 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	251,514	440,368	392,867	397,631	4,764	1.21 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	27,411	299,840	297,000	320,951	23,951	8.06 %
7050 FLEET CHARGEBACK CHARGES	239	0	0	0	0	0.00 %
INTERNAL TRANSFERS TOTAL	27,650	299,840	297,000	320,951	23,951	8.06 %
EXPENSE TOTAL	5,373,221	5,596,202	5,482,770	5,795,763	312,993	5.71 %
REVENUE						
0417 SALE OF CARDBOARD	33,980	21,871	20,000	25,000	5,000	25.00 %
0424 BLUE BOX ADVERTISING	0	1,600	3,000	3,000	0	0.00 %
0446 SALE OF ELECTRONICS	21,936	26,390	30,000	25,000	(5,000)	-16.67 %
0452 SALE OF RECYCLED GOODS	646,591	687,950	400,000	525,000	125,000	31.25 %
0453 SALE OF BLUE BOXES	7,611	10,913	8,000	15,000	7,000	87.50 %
0456 SALE OF SCRAP METALS	90,569	102,803	57,500	78,000	20,500	35.65 %
0457 SALE OF ORGANIC TOPSOIL	1,830	7,678	2,000	1,500	(500)	-25.00 %
0459 OTHER SALES	11,664	40,013	24,142	31,500	7,358	30.48 %
0470 TSF FROM RESERVE FUND	30,000	30,000	30,000	30,000	0	0.00 %
0473 METHANE SALES	117,536	100,607	150,000	125,000	(25,000)	-16.67 %
0478 AGREEMENT REVENUE	419,303	384,600	564,000	515,000	(49,000)	-8.69 %
0481 INSURANCE REVENUE	715	0	0	0	0	0.00 %
0496 AUTO STEWARDSHIP REVENUE	6,323	6,323	5,000	5,000	0	0.00 %
0701 LANDFILL USE FEES	270,374	267,887	258,102	269,300	11,198	4.34 %
0817 TIPPING FEES	2,933,675	2,785,512	2,930,000	3,041,136	111,136	3.79 %
0818 TIRE REVENUE - OTS	0	0	1,000	0	(1,000)	-100.00 %
0850 ADMIN FEES	95	300	0	0	0	0.00 %
0891 SEPTIC SYSTEM MONITORING	0	4,650	0	5,000	5,000	100.00 %
0997 MATTRESS RECYCLING	87,737	84,984	81,000	100,000	19,000	23.46 %
REVENUE TOTAL	4,679,939	4,564,081	4,563,744	4,794,436	230,692	5.05 %
GRAND TOTAL:	693,282	1,032,121	919,026	1,001,327	82,301	8.96 %

Activity Summary Overview – 2023 Budget

Fleet Management

The Fleet Department represents vehicle costs for Wastewater, Water, Roads, Traffic, Survey, Parks, Arenas, Parking, Landfill, Fire and Transit Departments.

The independent review of the City's fleet operations was conducted in 2014 and the City moved ahead with implementation of a number of directives identified in that review. In 2018, the City implemented a new Fleet Management Information System (FMIS) that streamlines the workflow, enhances the reporting and management of the fleet. 2019 was the first complete year using the new system which also coincided with Central Stores operations moving under Fleet Management. In 2022, Fleet assisted the Landfill and purchased new equipment for Landfill operations which is now maintained by Fleet.

Positions:

	2022 FTE	2023 FTE
Manager	1.00	1.00
Fleet Coordinator	1.00	1.00
Supervisor	1.00	1.00
Chargehand	2.00	2.00
Fleet Analyst	1.00	1.00
Parts Technician	3.00	3.00
Technician	14.50	13.50
Labourer	5.00	5.00
Warranty & Central Stores Analyst	0.00	1.00
Summer Student	0.60	0.60
Totals	29.10	29.10

Life Cycle Management:

Fleet is mandated to operate with a full cost recovery life cycle management approach. Lifecycle management refers to everything from the cost of buying the vehicle, the on-going operational costs such as insurance and maintenance, as well as the value of the vehicle once obsolete. This approach focuses on the cost and performance management of the entire fleet pool. Using performance metrics, the system is set up to optimize Fleet operations. The approach includes:

- Vehicle and equipment age is set by mileage, time, hours used and anticipated usage
- Replacement intervals are set to maximize resale value and minimize excessive repair expense
- Performance tracking tools are used to assist in management of vehicles and equipment
- Adherence to regulatory compliance
- Driver safety training is provided to staff
- Competent equipment operators

The Fleet Department is a zero cost center. Annually the Fleet department determines the operational requirements to operate the department and in turn charges all City departments with fleet requirements 'Vehicle Usage' rates within their respective budgets.

For more information go to:

<https://www.northbay.ca/city-government/departments/public-works-environmental-services-and-parks/>
<https://www.northbay.ca/city-government/budget-and-finance/asset-management/>

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Infrastructure and Operations

Division(s): FLEET MANAGEMENT

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,364,962	1,303,727	1,874,329	1,910,024	35,695	1.90 %
1002 TEMPORARY SALARIES	21,768	21,942	18,720	19,344	624	3.33 %
1003 SHIFT PREMIUM	19,029	15,597	17,450	17,450	0	0.00 %
1010 MODIFIED/ACCOMMODATED	46,872	29,362	0	0	0	0.00 %
1101 OVERTIME FULLTIME	92,597	149,973	76,000	76,000	0	0.00 %
1102 OVERTIME PART TIME	0	20	0	0	0	0.00 %
1202 VACATION	116,719	106,801	749	774	25	3.34 %
1203 COMPASSIONATE LEAVE	3,563	2,823	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	64,928	52,335	0	0	0	0.00 %
1207 SICK LEAVE	109,060	108,478	0	0	0	0.00 %
1301 WSIB LEAVE	0	(20,937)	0	0	0	0.00 %
1401 TRAINING & SAFETY	3,658	9,029	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	8,202	7,581	9,000	9,000	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	594,336	577,375	627,623	677,721	50,098	7.98 %
1802 FRINGE BENEFITS-PARTTIME	3,512	3,439	2,606	2,829	223	8.56 %
PERSONNEL TOTAL	2,449,206	2,367,545	2,626,477	2,713,142	86,665	3.30 %
GOODS & SERVICES						
2099 MISC. MATERIALS	185	195	0	0	0	0.00 %
2401 GAS FUEL	8,710	9,873	8,731	11,014	2,283	26.15 %
2405 DIESEL FUEL	655	1,219	1,688	825	(863)	-51.13 %
2407 COLOURED/DYED DIESEL	3,069	4,476	444	6,629	6,185	1,393.02 %
2415 LUBRICANTS	0	18,878	0	20,000	20,000	100.00 %
2420 TIRES	339	0	0	0	0	0.00 %
2425 REPAIR PARTS	990,164	1,211,844	1,112,189	1,140,000	27,811	2.50 %
2426 CHARGEBACK FLEET PARTS	29,026	6,862	20,000	20,000	0	0.00 %
2430 MECHANIC SHOP SUPPLIES	116,422	89,994	75,000	90,000	15,000	20.00 %
2435 TOOLS	67,987	73,122	30,000	65,000	35,000	116.67 %
2450 LICENSES	85,599	93,416	90,000	95,000	5,000	5.56 %
2475 DEPT CONSUMABLE CHARGES	89,498	118,632	35,000	65,000	30,000	85.71 %
2494 RETURN ORDER COST	432	(524)	300	300	0	0.00 %
2499 MISC FLEET SUPPLIES	2,548	1,745	0	0	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	0	84	0	0	0	0.00 %
2650 CLOTHING / UNIFORM	9,219	11,049	12,500	12,500	0	0.00 %
2655 SAFETY SUPPLIES	24,268	22,755	20,000	25,000	5,000	25.00 %
2660 SAFETY BOOT ALLOWANCE	4,341	3,335	3,750	3,750	0	0.00 %
3005 COURIER & DELIVERY	42	104	0	0	0	0.00 %
3006 FREIGHT & SHIPPING	40,631	38,077	35,000	35,000	0	0.00 %
3010 TELEPHONE	3,763	3,506	2,400	2,600	200	8.33 %
3030 TRAVEL	354	4,233	1,700	1,700	0	0.00 %

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s):

Infrastructure and Operations

Division(s):

FLEET MANAGEMENT

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
3035 MILEAGE	2,472	2,781	2,100	2,100	0	0.00 %
3045 CONFERENCES & SEMINARS	666	4,683	1,500	1,500	0	0.00 %
3055 MEETING COSTS	1,153	2,077	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	1,672	685	1,500	1,500	0	0.00 %
3070 TRAINING	11,100	14,266	10,000	10,000	0	0.00 %
3170 LEGAL SEARCHES	122	297	100	100	0	0.00 %
3199 MISC PROFESSIONAL FEES	8,156	10,163	0	3,200	3,200	100.00 %
3205 VEHICLE LEASE/RENTAL	4,237	5,895	10,000	6,000	(4,000)	-40.00 %
3305 BUILDING MAINTENANCE	0	1,679	0	0	0	0.00 %
3316 OUTSIDE FLEET REPAIRS	434,817	655,104	330,000	330,000	0	0.00 %
3322 CHARGEBACK FLEET REPAIRS	1,624	15,211	15,000	15,000	0	0.00 %
3340 SOFTWARE MAINTENANCE	25,290	30,030	22,000	23,000	1,000	4.55 %
3350 DRY CLEANING/LAUNDERING	17,421	13,103	20,000	20,000	0	0.00 %
3385 FUEL SYSTEM MAINTENANCE	19,541	16,061	0	0	0	0.00 %
3425 CONSTRUCTION CONTRACT	17	0	0	0	0	0.00 %
3430 MAINTENANCE CONTRACT	929	25,891	53,811	35,000	(18,811)	-34.96 %
3601 INSURANCE PREMIUMS	209,514	234,858	239,503	256,022	16,519	6.90 %
3999 MISC SERVICES & RENTS	50,698	48,811	46,045	50,000	3,955	8.59 %
GOODS & SERVICES TOTAL	2,266,681	2,794,470	2,200,261	2,347,740	147,479	6.70 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	45,958	12,903	40,000	40,000	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	652	1,699	0	0	0	0.00 %
5115 TRANSFER TO RESERVE FUND	3,036,852	2,966,514	3,124,070	2,672,822	(451,248)	-14.44 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	3,083,462	2,981,116	3,164,070	2,712,822	(451,248)	-14.26 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	38,447	35,196	35,196	35,196	0	0.00 %
7050 FLEET CHARGEBACK CHARGES	242	0	0	0	0	0.00 %
INTERNAL TRANSFERS TOTAL	38,689	35,196	35,196	35,196	0	0.00 %
EXPENSE TOTAL	7,838,038	8,178,327	8,026,004	7,808,900	(217,104)	-2.71 %
REVENUE						
0450 DISPOSAL OF EQUIPMENT	115,443	129,727	40,000	90,000	50,000	125.00 %
0456 SALE OF SCRAP METALS	3,900	4,644	3,000	3,000	0	0.00 %
0470 TSF FROM RESERVE FUND	19,541	16,061	0	0	0	0.00 %
0472 REIMB - CUPE BENEFITS	1,042	1,377	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	3,068	1,824	0	0	0	0.00 %
0480 SUNDRY REVENUE	5,485	5,653	6,300	6,000	(300)	-4.76 %
0493 FUEL SURCHARGE	70,740	111,511	75,000	75,000	0	0.00 %
0494 WARRANTY REVENUE	8,061	5,817	3,500	3,500	0	0.00 %
0893 OUTSIDE FIRE DEPT REVENUE	1,753	989	4,500	2,000	(2,500)	-55.56 %
0899 OTHER SERVICE CHARGES	9,669	0	0	0	0	0.00 %



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Infrastructure and Operations

Division(s): FLEET MANAGEMENT

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
7901 FLEET USAGE	7,408,064	7,698,972	7,688,826	7,420,304	(268,522)	-3.49 %
7902 FLEET CHARGEBACK REVENUE	48,762	30,653	35,000	35,000	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	77,898	119,880	119,880	124,096	4,216	3.52 %
7935 BUS WASH OPERATIONS	64,612	51,220	50,000	50,000	0	0.00 %
REVENUE TOTAL	7,838,038	8,178,328	8,026,006	7,808,900	(217,106)	-2.71 %
GRAND TOTAL:	0	(1)	(2)	0	2	-100.00 %

Activity Summary Overview – 2023 Budget

King's Landing

To provide for general maintenance of the municipal dock (King's Landing). It includes the buildings and utilities to ensure their prescribed use.

In 2011, King's Landing underwent a structural integrity report which identified some significant structural recommendations for the next 10 years. At that time capital funding required to maintain the current operation of King's Landing was estimated at \$2.5 million. The immediate remediation recommended was completed to ensure continued safe use of the facility.

In 2013, the City contracted Mitchell Architects to complete a Waterfront Commercial Tourism Attraction Feasibility Study with the intent to consider growth potential of all areas along the Golden Mile and inclusive of the marina and King's Landing. This report was presented to Council in the spring of 2014.

In 2015, King's Landing underwent a structural integrity report to determine its operational load capacity and review potential repair requirements and opportunities including their costs. This report was received in the spring of 2016. The report identified several deficiencies that were addressed and load restrictions that were implemented. The report also provided high level estimates for the rehabilitation of segments of the wharf (estimates of potential options ranged from \$2.5 to \$3 million).

In 2016, an Environmental Assessment Study was initiated to identify long term options for rehabilitation or redevelopment of the wharf.

In 2017, options for the potential redevelopment of King's Landing were presented. Council directed staff to complete cost estimates for the rehabilitation and redevelopment of King's Landing.

In 2018, 60% detailed design with costing for comparative purposes of the Redevelopment versus Rehabilitation Options were undertaken.

Comparative designs including costing, supporting background and a preferred alternative were presented to Council in July 2019 for Council's direction. Council approved the Preferred Alternative for the phased replacement of the King's Landing Wharf with a naturalized spit and expansion of the pier on the south side of the marina as recommended by the Schedule C, Class Environmental Assessment (EA) and directed Staff to complete the Schedule C, Class EA Report and table it for the 30 day review period.

The preferred alternative includes 4 phases:

Phase 1: Major Rehabilitation of existing King's Landing

Phase 2: Construct New South Pier / Commercial Area

Phase 3: Construct Rock Fill Wavebreak

Phase 4: Landscape / Naturalize Wavebreak

Construction would be scheduled depending on the availability of the necessary funding and direction of Council. In the meantime, continued maintenance of King's Landing has been budgeted.

In June 2020 the City received confirmation that MECP have no further input or objections to the Project and as such the Class EA for the project is complete. At the same time MOECC confirmed that no Part II Orders were received. Upon initiation of the future project MECP requested that North Bay District Office be consulted regarding this project where appropriate.

For more information go to:

<https://www.northbay.ca/our-community/downtown-waterfront-master-plan/>



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Infrastructure and Operations

Division(s): KINGS LANDING

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
GOODS & SERVICES						
2099 MISC. MATERIALS	1,085	8,270	4,000	4,000	0	0.00 %
2701 HYDRO	3,872	5,095	3,501	4,259	758	21.65 %
2715 WATER	1,991	2,648	2,808	2,726	(82)	-2.92 %
2720 MUNICIPAL TAXES	2,546	2,619	2,648	2,724	76	2.87 %
3601 INSURANCE PREMIUMS	3,600	3,980	3,898	4,419	521	13.37 %
GOODS & SERVICES TOTAL	13,094	22,612	16,855	18,128	1,273	7.55 %
EXPENSE TOTAL	13,094	22,612	16,855	18,128	1,273	7.55 %
REVENUE						
0840 BOAT HOUSE RENTALS	481	0	481	0	(481)	-100.00 %
0841 PROPERTY RENTALS	10,736	15,641	15,236	15,876	640	4.20 %
REVENUE TOTAL	11,217	15,641	15,717	15,876	159	1.01 %
GRAND TOTAL:	1,877	6,971	1,138	2,252	1,114	97.89 %

Activity Summary Overview – 2023 Budget

Marina

To provide personnel, goods, and services to operate the North Bay Waterfront 220 boat slip Marina from May to October. This includes the waterfront boat launch, kayak storage, launch services and security services during the night.

Activities include:

- Slip bookings and renewals
- Kayak rack rentals
- Dock, building and grounds maintenance
- Fuel tank maintenance and operation
- Sale of ice, worms, fuel, merchandise
- Pump out of boat septage
- Boat launch sales
- Provision of overnight security

Positions:

	2022 FTE	2023 FTE
Facilities Coordinator	0.30	0.30
Assistant Marina Coordinator	0.39	0.39
Marina Attendant	1.40	1.40
Totals	2.09	2.09

Notes:

Future direction by Council regarding the Waterfront Tourism Commercial Attraction Feasibility Study, Downtown-Waterfront Master Plan, and the King's Landing Redevelopment or Rehabilitation could have an impact on Marina Operations in the future.

The Marina operates as a zero cost center and does not currently impact the tax levy. Any shortfall in revenues is offset by a transfer from the Waterfront Purposes Reserve.

For more information go to:

<https://www.northbay.ca/our-community/marina/>

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): *Infrastructure and Operations*

Division(s): *MARINA*

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	22,033	23,197	23,200	23,554	354	1.53 %
1002 TEMPORARY SALARIES	51,520	57,435	57,170	59,033	1,863	3.26 %
1101 OVERTIME FULLTIME	414	0	1,500	0	(1,500)	-100.00 %
1102 OVERTIME PART TIME	707	833	0	0	0	0.00 %
1202 VACATION	2,276	2,603	2,287	2,361	74	3.24 %
1204 STATUTORY HOLIDAYS	1,405	1,053	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	7,632	5,534	7,780	8,335	555	7.13 %
1802 FRINGE BENEFITS-PARTTIME	7,071	8,486	7,968	8,642	674	8.46 %
PERSONNEL TOTAL	93,058	99,141	99,905	101,925	2,020	2.02 %
GOODS & SERVICES						
2401 GAS FUEL	79,884	80,304	78,550	80,000	1,450	1.85 %
2501 CONCESSION SUPPLIES	2,554	3,629	2,000	3,500	1,500	75.00 %
2535 MARINA PRODUCTS	127	0	500	500	0	0.00 %
2601 OFFICE SUPPLIES	673	272	1,000	1,000	0	0.00 %
2625 BUILDING MAINT SUPPLIES	10,264	15,264	8,450	12,000	3,550	42.01 %
2650 CLOTHING / UNIFORM	591	600	850	850	0	0.00 %
2670 OTHER TAGS & LICENSES	884	513	250	800	550	220.00 %
2701 HYDRO	1,900	2,157	1,786	2,112	326	18.25 %
2705 NATURAL GAS	302	342	234	465	231	98.72 %
2715 WATER	11,882	12,028	11,606	12,386	780	6.72 %
3001 POSTAGE	29	20	50	30	(20)	-40.00 %
3010 TELEPHONE	1,772	1,797	1,900	1,800	(100)	-5.26 %
3035 MILEAGE	0	0	250	0	(250)	-100.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	810	799	900	900	0	0.00 %
3080 ADVERTISING & PROMOTION	408	357	500	500	0	0.00 %
3215 PROPERTY & BUILDING LEASE	28,988	31,823	29,700	31,000	1,300	4.38 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	0	0	1,575	2,000	425	26.98 %
3455 SECURITY SERVICES	23,370	22,905	24,000	24,000	0	0.00 %
3491 WEED HARVESTING	0	0	2,000	2,000	0	0.00 %
3499 MISC CONTRACTS	0	2,742	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	2,966	3,197	3,230	3,500	270	8.36 %
GOODS & SERVICES TOTAL	167,404	178,749	169,331	179,343	10,012	5.91 %
FINANCIAL EXPENSES						
4101 BANK CHARGES	3,250	3,864	3,200	3,800	600	18.75 %
4110 CASH OVER / SHORT	(8)	(3)	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	3,242	3,861	3,200	3,800	600	18.75 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	1,606	17,031	8,000	8,000	0	0.00 %



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Infrastructure and Operations

Division(s): MARINA

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
5115 TRANSFER TO RESERVE FUND	23,803	0	0	3,621	3,621	100.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	25,409	17,031	8,000	11,621	3,621	45.26 %
EXPENSE TOTAL	289,113	298,782	280,436	296,689	16,253	5.80 %
REVENUE						
0470 TSF FROM RESERVE FUND	0	4,886	7,185	0	(7,185)	-100.00 %
0621 SUMMER STUD PROG GRANT	16,626	2,100	0	0	0	0.00 %
0823 LAUNCH RAMP FEES	8,429	10,871	8,500	10,500	2,000	23.53 %
0840 BOAT HOUSE RENTALS	0	0	0	0	0	0.00 %
0841 PROPERTY RENTALS	0	2,700	0	5,400	5,400	100.00 %
0844 SLIP RENTALS	136,514	148,243	140,000	149,000	9,000	6.43 %
0908 CONCESSION SALES	3,817	6,328	4,000	6,000	2,000	50.00 %
0909 FUEL SALES	93,777	94,786	88,000	95,000	7,000	7.95 %
0910 MARINA PRODUCT SALES	214	0	500	500	0	0.00 %
0911 MARINA SERVICES	29,368	28,839	32,000	30,000	(2,000)	-6.25 %
0919 VENDING MACHINE SALES	326	5	250	250	0	0.00 %
0922 REPLACEMENT KEY CHARGE	40	20	0	40	40	100.00 %
REVENUE TOTAL	289,111	298,778	280,435	296,690	16,255	5.80 %
GRAND TOTAL:	2	4	1	(1)	(2)	-200.00 %

Activity Summary Overview – 2023 Budget

Parking Operations

Provides for the maintenance and management of the City's on and off-street parking program including:

- Parking Department Capital & Operating budget development and implementation
- Capital Project Management; planning, execution, risk management, closure, warranty follow-up
- Budget reporting and management
- Management of monthly parking rental program
- Participation with the internal Downtown working group
- Participation on the Energy Efficiency Committee
- Parking lot development
- Daily and seasonal maintenance
- Coin collection and processing
- Parking meter maintenance
- Coordinator schedules work for both Parking and Parks staff in the Central City core

Positions:

	2022 FTE	2023 FTE
Manager, Facilities	0.25	0.25
Supervisor, Facilities & Parking	0.50	0.50
Central City Coordinator	0.50	0.50
Parking Meter Service Person	2.00	2.00
Summer Student	0.31	0.31
Totals	3.56	3.56

For more information go to:

<https://www.northbay.ca/services-payments/parking/>

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s):

Infrastructure and Operations

Division(s):

PARKING OPERATIONS

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	213,069	209,682	228,073	231,503	3,430	1.50 %
1002 TEMPORARY SALARIES	0	9,240	9,672	9,994	322	3.33 %
1003 SHIFT PREMIUM	1,003	1,029	732	1,000	268	36.61 %
1101 OVERTIME FULLTIME	2,771	5,473	6,500	6,500	0	0.00 %
1202 VACATION	2,365	8,813	387	400	13	3.36 %
1203 COMPASSIONATE LEAVE	0	1,280	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	2,099	2,010	700	700	0	0.00 %
1207 SICK LEAVE	1,813	1,840	0	0	0	0.00 %
1401 TRAINING & SAFETY	0	80	500	500	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	76,048	80,420	78,127	83,826	5,699	7.29 %
1802 FRINGE BENEFITS-PARTTIME	0	1,371	1,347	1,462	115	8.54 %
PERSONNEL TOTAL	299,168	321,238	326,038	335,885	9,847	3.02 %
GOODS & SERVICES						
2002 SALT	0	4	0	0	0	0.00 %
2036 SIGNS	760	520	2,000	2,200	200	10.00 %
2099 MISC. MATERIALS	0	48	0	0	0	0.00 %
2401 GAS FUEL	3,491	4,835	3,221	5,525	2,304	71.53 %
2407 COLOURED/DYED DIESEL	391	161	315	303	(12)	-3.81 %
2435 TOOLS	716	1,811	1,050	1,200	150	14.29 %
2601 OFFICE SUPPLIES	5,681	7,614	8,600	8,600	0	0.00 %
2650 CLOTHING / UNIFORM	805	1,141	1,365	1,400	35	2.56 %
2660 SAFETY BOOT ALLOWANCE	378	468	1,175	1,175	0	0.00 %
2701 HYDRO	13,877	14,286	14,614	13,972	(642)	-4.39 %
2720 MUNICIPAL TAXES	112,302	115,136	116,794	119,741	2,947	2.52 %
3001 POSTAGE	504	282	500	500	0	0.00 %
3010 TELEPHONE	2,050	1,928	2,000	2,000	0	0.00 %
3035 MILEAGE	21	311	700	700	0	0.00 %
3045 CONFERENCES & SEMINARS	0	2,412	2,700	2,700	0	0.00 %
3055 MEETING COSTS	0	127	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	520	530	850	1,700	850	100.00 %
3070 TRAINING	0	1,729	1,500	1,750	250	16.67 %
3080 ADVERTISING & PROMOTION	9,948	4,190	10,000	10,000	0	0.00 %
3299 MISC LEASES & RENTS	113,655	125,085	106,090	125,559	19,469	18.35 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	49,821	64,337	54,000	58,680	4,680	8.67 %
3315 VEHICLE MAINTENANCE	65	30	0	0	0	0.00 %
3320 PARKING EQUIPMENT MAINTENANCE	4,828	12,477	10,900	11,500	600	5.50 %
3330 GROUNDS MAINTENANCE	28,136	40,256	30,600	30,600	0	0.00 %
3445 SNOW REMOVAL CONTRACT	52,043	67,329	85,000	85,000	0	0.00 %

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s):

Infrastructure and Operations

Division(s):

PARKING OPERATIONS

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
3450 COMMISSIONAIRES	8,816	0	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	9,295	10,805	10,015	12,280	2,265	22.62 %
GOODS & SERVICES TOTAL	418,103	477,852	463,989	497,085	33,096	7.13 %
FINANCIAL EXPENSES						
4101 BANK CHARGES	6,959	12,579	6,500	11,000	4,500	69.23 %
FINANCIAL EXPENSES TOTAL	6,959	12,579	6,500	11,000	4,500	69.23 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	566	962	1,100	1,100	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	566	962	1,100	1,100	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	54,929	54,929	55,034	43,260	(11,774)	-21.39 %
INTERNAL TRANSFERS TOTAL	54,929	54,929	55,034	43,260	(11,774)	-21.39 %
EXPENSE TOTAL	779,725	867,560	852,661	888,330	35,669	4.18 %
REVENUE						
0470 TSF FROM RESERVE FUND	37,078	0	46,978	0	(46,978)	-100.00 %
0815 PARKING METER REVENUE	246,087	354,473	441,657	366,097	(75,560)	-17.11 %
0841 PROPERTY RENTALS	449,567	479,222	472,400	516,153	43,753	9.26 %
REVENUE TOTAL	732,732	833,695	961,035	882,250	(78,785)	-8.20 %
GRAND TOTAL:	46,993	33,865	(108,374)	6,080	114,454	105.61 %

Activity Summary Overview - 2023 Budget

Parks Operations and Sports Field Complex

Parks Administration

To provide for the administration, development, supervision, and maintenance of 775 hectares of parkland and facilities.

Building & Infrastructure

To maintain the 31 parks buildings, 4 picnic shelters and other park amenities including 12 ball fields, 14 sports fields, 3 tennis courts, 8 pickle ball courts, 1 multi-use court, 2 basketball courts, 22 playgrounds, 11 outdoor rinks, 1 splash pad, 1 skateboard park, irrigation systems, fountain, pathways, roadways, parking lots, Kate Pace Way, nature trails, parks furnishings and docks.

To provide for the set-up, maintenance and take down of special events in the City including: Families First, Family Day, Canada Day, Santa Claus Parade and parks permits such as walkathons, triathlons, concerts in the park, weddings, family and corporate picnics, sports tournaments and other summer events.

Central City Maintenance

To maintain the following high-profile areas within the Central City Area:

- Algonquin Median Planter
- Civic Square
- Ferguson Block Parkette
- Richardson Fountain Parkette
- Waterfront Pedestrian Underpass
- Algonquin Regiment Parkette
- City Hall Parkette
- Downtown Sidewalks
- Memorial Park
- Transit Terminal

Grounds Maintenance

To provide for the horticultural, turf and arboricultural maintenance, garbage removal, beach, and cemetery maintenance.

- Total number of parks 73 parks
- Total fine turf areas 87 hectares
- Total rough turf areas 25 hectares
- Trees to maintain over 2,500
- Shrubs to maintain over 9,850
- Flowers to maintain over 20,000
- Public Beaches 10
- Lake Accesses 42
- Cemeteries 1.9 hectares

Minor Equipment Maintenance

To maintain Parks small vehicles and equipment including:

- utility vehicles, zero turn mowers, utility tractors
- turf equipment - over-seeder, aerators, top-dresser, mowers, sod cutter
- ball diamond groomer, beach groomer, rototillers
- lawnmowers, line trimmers, snow blowers, leaf blowers, chain saws

Summer Capital Projects

The budget for this cost center has a net total of zero dollars. It documents the 6 Summer Season positions assigned to the Parks Capital Projects. The significance of the Summer Capital Projects crew include:

- this crew is assigned to projects that have a small scope of work
- contractors typically charge a premium for these small projects
- Parks is able to set the priority and schedule for this work
- administrative efficiencies and savings due to the elimination of RFQs and invoicing
- the result is these projects are more cost effective

Steve Omischl Sports Field Complex

To provide for the maintenance of the Sports Field Complex that has staff on site seven days a week who maintain the following:

- 2 artificial turf sports fields
- 1 natural turf sports field
- 3 ball diamonds
- Washroom/Change room

Positions:

Parks Operations	2022 FTE	2023 FTE
Administrative Staff		
Manager Parks	1.00	1.00
Manager Sports and Events	0.20	0.20
Supervisor Parks	2.00	2.00
Clerical	1.13	1.13
Parks Full Time Staff		
Central City Coordinator	0.50	0.50
Chargehand 1	2.00	2.00
Carpenter Class 1	1.00	0.00
Parks Maintenance Operator	1.00	2.00
Horticultural Operator	1.00	1.00
Turf Operator	2.00	2.00
Utility Tractor Operator	8.00	8.00
Light Equip Maintenance Person	1.00	1.00
Backhoe Operator	1.00	1.00
Parks Summer Staff		
Chargehand 1	0.58	0.58
Chargehand 2	0.54	0.54
Parks Maintenance Operator	0.54	0.54
Turf Operator	1.16	1.16
Utility Tractor Operator	7.14	7.14
Heavy Equip Operator	0.50	0.50
Licensed Mechanic	0.50	0.50
Summer Student	2.79	2.80
Outdoor Rink Attendant	0.40	0.00
Total Parks Operations Staff	35.98	35.59

For more information go to:

<https://www.northbay.ca/our-community/sports-facilities/athletic-fields/>

<https://www.northbay.ca/our-community/parks-playgrounds-trails/>

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): *Infrastructure and Operations*

Division(s): *PARKS - OPERATIONS*

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,314,803	1,256,359	1,783,021	1,803,727	20,706	1.16 %
1002 TEMPORARY SALARIES	45,403	86,347	107,441	98,308	(9,133)	-8.50 %
1003 SHIFT PREMIUM	6,909	4,992	7,665	7,665	0	0.00 %
1010 MODIFIED/ACCOMMODATED	22,673	23,601	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	242,526	241,358	(1,168)	-0.48 %
1101 OVERTIME FULLTIME	26,735	29,235	27,886	27,886	0	0.00 %
1102 OVERTIME PART TIME	419	0	0	0	0	0.00 %
1202 VACATION	140,187	147,743	4,433	4,069	(364)	-8.21 %
1203 COMPASSIONATE LEAVE	3,507	3,458	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	73,060	78,243	0	0	0	0.00 %
1207 SICK LEAVE	125,905	100,470	0	0	0	0.00 %
1301 WSIB LEAVE	(1,259)	(580)	0	0	0	0.00 %
1401 TRAINING & SAFETY	6,292	7,466	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	0	25,000	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	601,085	611,955	707,794	756,580	48,786	6.89 %
1802 FRINGE BENEFITS-PARTTIME	11,342	11,891	15,664	15,017	(647)	-4.13 %
PERSONNEL TOTAL	2,377,061	2,386,180	2,896,430	2,954,610	58,180	2.01 %
GOODS & SERVICES						
2001 SAND	568	1,016	3,500	3,500	0	0.00 %
2002 SALT	558	1,636	4,500	4,500	0	0.00 %
2030 GRAVEL	6,630	5,398	4,500	4,500	0	0.00 %
2036 SIGNS	7,783	5,525	8,600	8,600	0	0.00 %
2042 LUMBER	17,949	6,827	5,000	6,000	1,000	20.00 %
2044 PAINT	5,234	8,733	8,500	9,500	1,000	11.76 %
2060 TOP SOIL	19,055	6,898	17,500	16,500	(1,000)	-5.71 %
2070 PLANTS/TREES/SHRUBS	12,558	24,183	16,500	16,500	0	0.00 %
2099 MISC. MATERIALS	67,844	59,021	71,150	61,650	(9,500)	-13.35 %
2401 GAS FUEL	26,964	32,631	25,297	34,637	9,340	36.92 %
2405 DIESEL FUEL	22,224	25,953	21,648	28,702	7,054	32.58 %
2407 COLOURED/DYED DIESEL	30,356	54,527	34,503	53,876	19,373	56.15 %
2410 PROPANE	2,117	2,811	2,000	2,000	0	0.00 %
2435 TOOLS	7,547	9,693	8,000	7,000	(1,000)	-12.50 %
2601 OFFICE SUPPLIES	4,121	2,029	3,500	3,500	0	0.00 %
2615 JANITORIAL SUPPLIES	13,818	18,534	15,500	17,000	1,500	9.68 %
2645 RECREATIONAL SUPPLIES	13,213	8,026	11,759	10,259	(1,500)	-12.76 %
2650 CLOTHING / UNIFORM	10,525	10,244	10,200	10,200	0	0.00 %
2655 SAFETY SUPPLIES	6,644	6,223	11,900	7,900	(4,000)	-33.61 %
2660 SAFETY BOOT ALLOWANCE	5,178	5,271	7,800	7,000	(800)	-10.26 %
2701 HYDRO	105,932	140,618	105,154	136,197	31,043	29.52 %

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s):

Infrastructure and Operations

Division(s):

PARKS - OPERATIONS

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
2705 NATURAL GAS	22,040	29,823	25,039	36,585	11,546	46.11 %
2710 HEATING OIL	773	0	6,636	0	(6,636)	-100.00 %
2715 WATER	161,346	167,947	185,205	172,936	(12,269)	-6.62 %
3005 COURIER & DELIVERY	353	357	1,000	500	(500)	-50.00 %
3010 TELEPHONE	22,040	12,936	12,540	14,940	2,400	19.14 %
3014 TELECOMMUNICATIONS	0	7,960	4,860	7,960	3,100	63.79 %
3020 COMPUTER COMMUNICATIONS/Audio/Video	447	0	5,600	600	(5,000)	-89.29 %
3035 MILEAGE	2,031	1,250	3,000	2,000	(1,000)	-33.33 %
3045 CONFERENCES & SEMINARS	(328)	0	2,000	2,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICA TIONS	534	2,614	850	850	0	0.00 %
3070 TRAINING	13,581	12,092	15,000	15,000	0	0.00 %
3099 MISC ADMIN EXPENSES	0	1,591	0	0	0	0.00 %
3145 REGISTRY OFFICE FEES	0	23	0	0	0	0.00 %
3203 WASTE BIN RENTALS	2,080	2,048	1,000	2,000	1,000	100.00 %
3205 VEHICLE LEASE/RENTAL	0	820	0	0	0	0.00 %
3215 PROPERTY & BUILDING LEASE	11,808	11,808	13,905	11,800	(2,105)	-15.14 %
3229 PORTABLE TOILETS	3,536	15,978	12,000	16,000	4,000	33.33 %
3301 RADIO MAINTENANCE	1,815	1,877	2,000	2,000	0	0.00 %
3305 BUILDING MAINTENANCE	12,669	20,106	17,600	16,600	(1,000)	-5.68 %
3318 ELECTRICAL MAINTENANCE	4,512	4,400	6,000	6,000	0	0.00 %
3319 PLUMBING MAINTENANCE	5,156	10,196	7,500	7,500	0	0.00 %
3330 GROUNDS MAINTENANCE	93,191	99,750	100,000	0	(100,000)	-100.00 %
3380 PROPERTY DAMAGES - VANDALISM	0	16,644	0	9,600	9,600	100.00 %
3401 STREET GARBAGE CONTRACT	12,581	11,091	12,000	12,000	0	0.00 %
3402 OPERATING CONTRACT	65,000	0	975	0	(975)	-100.00 %
3426 PATCHING	714	0	0	0	0	0.00 %
3430 MAINTENANCE CONTRACT	390	0	2,000	500	(1,500)	-75.00 %
3435 TREE SERVICE CONTRACT	21,471	27,628	20,000	30,000	10,000	50.00 %
3441 IRRIGATION SYSTEM CONTRAC	4,751	9,604	20,000	11,400	(8,600)	-43.00 %
3442 SEPTIC CONTRACT	204	0	0	0	0	0.00 %
3499 MISC CONTRACTS	35,989	15,683	18,171	17,000	(1,171)	-6.44 %
3601 INSURANCE PREMIUMS	42,761	50,574	48,383	56,726	8,343	17.24 %
3999 MISC SERVICES & RENTS	77,046	78,220	78,220	97,530	19,310	24.69 %
GOODS & SERVICES TOTAL	1,005,309	1,048,817	1,018,495	999,548	(18,947)	-1.86 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	39,061	31,669	33,900	33,900	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	39,061	31,669	33,900	33,900	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	554,605	571,712	592,452	621,363	28,911	4.88 %



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Infrastructure and Operations

Division(s): PARKS - OPERATIONS

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
7050 FLEET CHARGEBACK CHARGES	8,017	1,611	0	0	0	0.00 %
INTERNAL TRANSFERS TOTAL	562,622	573,323	592,452	621,363	28,911	4.88 %
EXPENSE TOTAL	3,984,053	4,039,989	4,541,277	4,609,421	68,144	1.50 %
REVENUE						
0456 SALE OF SCRAP METALS	1,871	1,470	0	0	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	382,872	394,027	11,155	2.91 %
0472 REIMB - CUPE BENEFITS	401	246	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	889	454	0	0	0	0.00 %
0480 SUNDRY REVENUE	51,457	53,043	58,000	0	(58,000)	-100.00 %
0621 SUMMER STUD PROG GRANT	11,439	6,300	0	0	0	0.00 %
0849 OTHER PROPERTY RENTALS	918	1,881	1,638	1,734	96	5.86 %
0919 VENDING MACHINE SALES	11	0	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	44,136	44,942	44,942	46,369	1,427	3.18 %
REVENUE TOTAL	111,122	108,336	487,452	442,130	(45,322)	-9.30 %
GRAND TOTAL:	3,872,931	3,931,653	4,053,825	4,167,291	113,466	2.80 %

Activity Summary Overview – 2023 Budget

Roads Department

Ditching and Drainage

This activity reflects the costs associated with the maintenance and repair of approximately 320 kms of surface drainage facilities. It includes cleaning, stabilizing and reshaping of ditches, bridge maintenance, maintenance and repair of roadway culverts, the replacement and repair of concrete curbs and asphalt gutters. The activity also includes curb cuts and/or culverts for new entrances, which is funded, for the most part, by the applicant of the service. Work is carried out mutually by staff and contractors.

Roadway Maintenance

Roadway maintenance includes the maintenance of the road surface in compliance with the Provincial Minimum Maintenance Standards (<https://www.ontario.ca/laws/regulation/020239>) excluding drainage. It includes asphalt roadways, sidewalks, gravel roadways, shouldering, sweeping/cleaning and boulevard maintenance. Work is carried out by staff and contractors managed by staff. There is maintenance in the form of patching and surface treatment as well as improvements and street resurfacing under contract.

Total road systems are comprised of 858 kms which consists of arterial, collector and local streets. Approximately 27% of which is rural.

Service Contracts

This activity includes curb cuts and/or culverts for new entrances, which is funded by the applicant of the service. Fees are determined through direct service contracts with the City of North Bay on a full cost recovery basis.

Sidewalks

This activity includes the maintenance and replacement of existing sidewalks in compliance with the Provincial Minimum Maintenance Standards; does not include winter maintenance or costs for new sidewalks. There are 150 kms of sidewalks which are comprised of both asphalt and concrete.

Street Lighting

This activity includes the power and maintenance for street lighting in compliance with the Provincial Minimum Maintenance Standards. The locations include residential (3,554), collector (1,051), arterial (786) and Airport Terminal lights (31).

Traffic

Traffic activities are both planned through the Provincial Minimum Maintenance Standards and emergency response situations. With regards to the Provincial Minimum Maintenance Standards, work includes pavement markings, traffic control, signal maintenance and improvements, regulatory/warning sign retro-reflectivity survey, maintenance and replacement, street name sign maintenance and repair, railway crossing and guide rail maintenance. With regards to emergency work, the Traffic Department responds to emergencies (i.e. fires or MVC) and control the scene by installing temporary signage and road closures signs.

Winter Control

This activity accounts for winter maintenance in the form of snow plowing, sanding and salting of both City streets and sidewalks. Work is performed by City staff using City equipment supplemented by contracted vehicles and equipment for snow removal.

Winter control activities are planned and executed to maintain compliance with the Provincial Maintenance Standards. The Roads Department documents all winter control activities and reviews industry standard practices to ensure efficiencies and cost effectiveness.

Supervision of Roads and Traffic

All the activities listed above include both wages and vehicle costs for the Roads Department Manager and three Supervisors.

Positions:

	2022 FTE	2023 FTE
Heavy Equipment Operator (1- 6/6 Winter Control)	2.00	2.00
Grader/ Utility Loader	2.00	2.00
Truck Driver/Tandem*	17.00	16.43
Loader	1.00	1.00
Chargehand****	6.00	5.00
UTL (7 - 6/6 UTL Winter Control) ♦	3.43	4.43
Sign and Marking Technician*	2.00	2.57
Cement Finisher/Carpenter**	1.00	1.50
Carpenter**	0.50	0.00
Supervisor	3.00	3.00
Signal Tech***	1.60	2.60
Manager	0.90	0.90
Totals	40.43	41.43

Note:

- * Change in FTE to accurately reflect the 6&6 position shared between the Roads and Traffic Departments.
- ** Change in FTEs due to combining/ changing job description to increase operational versatility.
- *** Change due to replacing Chargehand with 3rd Signal Tech.
- ♦ Service Level Change

For more information go to:

<https://www.northbay.ca/city-government/departments/public-works-environmental-services-and-parks/>

<https://www.northbay.ca/services-payments/streets-sidewalks>

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): *Infrastructure and Operations*

Division(s): *ROADS DEPARTMENT*

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,877,196	1,823,152	2,469,728	2,611,747	142,019	5.75 %
1002 TEMPORARY SALARIES	53,680	35,554	120,000	60,000	(60,000)	-50.00 %
1003 SHIFT PREMIUM	7,537	8,358	9,000	8,600	(400)	-4.44 %
1004 OTHER/STANDBY	33,630	36,483	36,200	33,200	(3,000)	-8.29 %
1010 MODIFIED/ACCOMMODATED	99,666	(3,566)	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	0	0	0	0.00 %
1101 OVERTIME FULLTIME	207,715	228,092	232,000	237,000	5,000	2.16 %
1102 OVERTIME PART TIME	1,290	4,261	5,000	5,000	0	0.00 %
1202 VACATION	194,135	182,385	0	0	0	0.00 %
1203 COMPASSIONATE LEAVE	4,571	11,147	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	110,876	115,367	0	0	0	0.00 %
1207 SICK LEAVE	137,277	190,910	0	0	0	0.00 %
1210 GREIVANCE SETTLEMENT	0	111	0	0	0	0.00 %
1301 WSIB LEAVE	(39,066)	(33,087)	0	0	0	0.00 %
1401 TRAINING & SAFETY	20,581	45,795	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	995	421	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	897,755	931,045	872,132	969,524	97,392	11.17 %
1802 FRINGE BENEFITS-PARTTIME	12,268	8,350	24,090	19,800	(4,290)	-17.81 %
PERSONNEL TOTAL	3,620,106	3,584,778	3,768,150	3,944,871	176,721	4.69 %
GOODS & SERVICES						
2001 SAND	96,755	126,822	146,000	130,000	(16,000)	-10.96 %
2002 SALT	294,578	446,709	340,000	440,100	100,100	29.44 %
2003 BRINE	23,481	9,235	30,000	20,000	(10,000)	-33.33 %
2006 ASPHALT - COLD MIX	20,155	35,193	40,000	40,000	0	0.00 %
2010 TRAFFIC SUPPLIES	63,714	84,975	76,900	67,700	(9,200)	-11.96 %
2020 SEWER/WATER PIPE & PARTS	2,479	0	2,600	0	(2,600)	-100.00 %
2022 CULVERTS	15,572	40,071	40,000	40,000	0	0.00 %
2030 GRAVEL	13,655	14,982	35,000	35,000	0	0.00 %
2034 CONCRETE	0	20,327	20,000	22,000	2,000	10.00 %
2036 SIGNS	19,818	25,222	23,100	24,000	900	3.90 %
2099 MISC. MATERIALS	30,724	351	0	0	0	0.00 %
2401 GAS FUEL	23,208	32,114	22,451	32,673	10,222	45.53 %
2405 DIESEL FUEL	202,944	309,713	252,099	341,781	89,682	35.57 %
2407 COLOURED/DYED DIESEL	82,414	156,613	97,506	170,240	72,734	74.59 %
2435 TOOLS	15,195	10,877	12,500	12,500	0	0.00 %
2601 OFFICE SUPPLIES	0	18	0	0	0	0.00 %
2650 CLOTHING / UNIFORM	18,184	16,719	19,000	19,000	0	0.00 %
2655 SAFETY SUPPLIES	29,117	19,868	25,000	25,000	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	7,379	9,248	10,000	10,000	0	0.00 %

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Infrastructure and Operations

Division(s): ROADS DEPARTMENT

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
2701 HYDRO	673,924	310,721	847,872	451,827	(396,045)	-46.71 %
3005 COURIER & DELIVERY	524	424	0	0	0	0.00 %
3007 ONTARIO 1 CALL CENTER	0	861	0	1,000	1,000	100.00 %
3010 TELEPHONE	10,303	7,773	9,680	9,680	0	0.00 %
3014 TELECOMMUNICATIONS	0	320	320	320	0	0.00 %
3030 TRAVEL	16	0	0	0	0	0.00 %
3035 MILEAGE	3,255	3,182	3,500	3,500	0	0.00 %
3055 MEETING COSTS	448	2,016	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,268	949	2,500	3,000	500	20.00 %
3070 TRAINING	33,372	60,128	43,000	43,000	0	0.00 %
3080 ADVERTISING & PROMOTION	0	32	0	0	0	0.00 %
3099 MISC ADMIN EXPENSES	21	41	0	0	0	0.00 %
3170 LEGAL SEARCHES	229	375	250	250	0	0.00 %
3172 ELECTRICIAN	0	61	0	0	0	0.00 %
3205 VEHICLE LEASE/RENTAL	142,427	164,453	189,000	182,000	(7,000)	-3.70 %
3400 CONTRACTS	6,748	0	0	0	0	0.00 %
3425 CONSTRUCTION CONTRACT	367,251	430,874	362,100	394,100	32,000	8.84 %
3426 PATCHING	285,972	292,627	291,217	359,944	68,727	23.60 %
3427 HYDROSEEDING	80,602	93,983	50,500	56,100	5,600	11.09 %
3428 CONCRETE RESTORATION	19,720	6,809	15,500	15,500	0	0.00 %
3499 MISC CONTRACTS	22,663	22,877	25,000	25,000	0	0.00 %
3601 INSURANCE PREMIUMS	18,931	21,561	20,547	24,224	3,677	17.90 %
GOODS & SERVICES TOTAL	2,628,046	2,779,124	3,053,142	2,999,439	(53,703)	-1.76 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	0	0	20,000	20,000	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	0	3,648	0	0	0	0.00 %
5115 TRANSFER TO RESERVE FUND	207,562	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	207,562	3,648	20,000	20,000	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	2,504,884	2,498,221	2,523,936	2,518,903	(5,033)	-0.20 %
7050 FLEET CHARGEBACK CHARGES	23,400	7,277	0	0	0	0.00 %
INTERNAL TRANSFERS TOTAL	2,528,284	2,505,498	2,523,936	2,518,903	(5,033)	-0.20 %
EXPENSE TOTAL	8,983,998	8,873,048	9,365,228	9,483,213	117,985	1.26 %
REVENUE						
0419 OTHER PERMIT/ENCROACHMENT	3,740	5,850	0	0	0	0.00 %
0456 SALE OF SCRAP METALS	5,771	3,399	6,000	6,000	0	0.00 %
0459 OTHER SALES	1,111	1,585	4,000	4,000	0	0.00 %
0472 REIMB - CUPE BENEFITS	0	207	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	0	377	0	0	0	0.00 %
0479 REIMBURSEMENTS	0	7,446	0	0	0	0.00 %



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Infrastructure and Operations

Division(s): ROADS DEPARTMENT

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
0621 SUMMER STUD PROG GRANT	3,140	0	0	0	0	0.00 %
0835 SPECIAL EVENT FEES	619	2,131	4,500	4,500	0	0.00 %
0871 STREET WORK PERMITS	13,686	12,400	12,000	12,000	0	0.00 %
0872 ENTRANCE CULVERT & CURBS	22,413	19,156	22,000	22,000	0	0.00 %
0899 OTHER SERVICE CHARGES	120,804	109,023	90,000	100,000	10,000	11.11 %
REVENUE TOTAL	171,284	161,574	138,500	148,500	10,000	7.22 %
GRAND TOTAL:	8,812,714	8,711,474	9,226,728	9,334,713	107,985	1.17 %

Activity Summary Overview – 2023 Budget

Storm Sewers

Maintenance

Cleaning, maintenance and repair of approximately 226 km of storm sewers, 2,417 storm manholes and 4,877 catch basins.

Connections

Maintenance and repairs of existing service connections and installations of new service connections from the storm mains to the property line.

Fees are determined through direct service contracts with the City of North Bay on a full cost recovery basis.

Restorations

Provide for the construction and/or repairs of the storm sewer system.

Hydrants

Repairs and maintenance of 1,458 fire hydrants and installation of new hydrants where required as well as provide winter access to all fire hydrants.

Allocated Employees

4.05 full time equivalent employees (FTE's) from the Water and Sanitary Sewer crew are allocated to the Storm Sewer System and Fire Hydrants as follows:

Positions:

	2022 FTE	2023 FTE
Director of Public Works	0.05	0.05
Operations Manager, Water & Sewer	0.10	0.10
Administrative Supervisor, Public Works	0.05	0.05
Operations Supervisor, Water & Sewer*	0.40	0.40
Chargehand*	0.70	0.60
Operator 1*	1.80	1.90
Loader Backhoe Excavator	0.05	0.05
Certified Sewer Cleaner/Flusher	0.30	0.30
Truck Driver	0.10	0.10
Heavy Equipment Operator*	0.40	0.30
Sewer & Water Clerk	0.10	0.10
Field Tech I – PW*	0.00	0.10
Totals	4.05	4.05

Note: * (2) Supervisors, (1) Chargehand, (1) Heavy Equipment Operator, (3) Operator 1 and (1) Field Tech are funded from capital budget.

For more information go to:

<https://www.northbay.ca/city-government/departments/public-works-environmental-services-and-parks/>

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Infrastructure and Operations

Division(s): STORM SEWERS

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	244,499	231,382	234,853	223,666	(11,187)	-4.76 %
1002 TEMPORARY SALARIES	15,233	5,313	0	0	0	0.00 %
1003 SHIFT PREMIUM	200	271	479	479	0	0.00 %
1004 OTHER/STANDBY	5,173	5,550	6,300	6,394	94	1.49 %
1010 MODIFIED/ACCOMMODATED	1,237	0	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	38,921	56,443	17,522	45.02 %
1101 OVERTIME FULLTIME	12,118	15,494	10,601	13,000	2,399	22.63 %
1201 VACATION other	49	0	0	0	0	0.00 %
1202 VACATION	13,836	18,363	0	0	0	0.00 %
1203 COMPASSIONATE LEAVE	147	341	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	8,916	10,425	0	0	0	0.00 %
1207 SICK LEAVE	6,736	10,219	0	0	0	0.00 %
1301 WSIB LEAVE	0	(114)	0	0	0	0.00 %
1401 TRAINING & SAFETY	1,557	5,174	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	74,060	79,599	93,743	100,611	6,868	7.33 %
PERSONNEL TOTAL	383,761	382,017	384,897	400,593	15,696	4.08 %
GOODS & SERVICES						
2006 ASPHALT - COLD MIX	484	4,647	3,244	3,842	598	18.43 %
2008 CEMENT	313	1,122	1,000	500	(500)	-50.00 %
2010 TRAFFIC SUPPLIES	0	120	0	0	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	37,920	44,160	36,225	38,036	1,811	5.00 %
2030 GRAVEL	241	3,397	11,690	11,690	0	0.00 %
2055 CHEMICALS	916	0	0	0	0	0.00 %
2099 MISC. MATERIALS	677	23	0	0	0	0.00 %
2401 GAS FUEL	3,809	6,026	2,796	6,463	3,667	131.15 %
2405 DIESEL FUEL	10,384	15,259	10,355	16,607	6,252	60.38 %
2407 COLOURED/DYED DIESEL	2,647	6,262	3,129	6,702	3,573	114.19 %
2435 TOOLS	2,101	1,493	3,508	3,508	0	0.00 %
2650 CLOTHING / UNIFORM	1,373	1,360	1,683	1,683	0	0.00 %
2655 SAFETY SUPPLIES	490	2,086	3,665	3,665	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	543	619	1,155	1,197	42	3.64 %
3005 COURIER & DELIVERY	6	5	0	0	0	0.00 %
3007 ONTARIO 1 CALL CENTER	664	843	0	0	0	0.00 %
3010 TELEPHONE	1,249	1,039	1,584	1,584	0	0.00 %
3014 TELECOMMUNICATIONS	0	84	0	0	0	0.00 %
3030 TRAVEL	0	229	0	0	0	0.00 %
3045 CONFERENCES & SEMINARS	0	388	0	0	0	0.00 %
3055 MEETING COSTS	0	194	0	0	0	0.00 %
3060 MEALS	0	92	0	0	0	0.00 %



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Infrastructure and Operations

Division(s): STORM SEWERS

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	472	384	0	0	0	0.00 %
3070 TRAINING	1,610	4,812	4,000	4,000	0	0.00 %
3205 VEHICLE LEASE/RENTAL	543	7,011	750	750	0	0.00 %
3305 BUILDING MAINTENANCE	2	0	0	0	0	0.00 %
3350 DRY CLEANING/LAUNDERING	276	233	0	0	0	0.00 %
3425 CONSTRUCTION CONTRACT	9,250	12,612	5,150	7,000	1,850	35.92 %
3426 PATCHING	102,484	126,551	72,500	89,610	17,110	23.60 %
3427 HYDROSEEDING	3,855	6,610	6,979	6,979	0	0.00 %
3428 CONCRETE RESTORATION	1,484	4,070	5,304	5,304	0	0.00 %
GOODS & SERVICES TOTAL	183,793	251,731	174,717	209,120	34,403	19.69 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	73,015	79,246	80,662	83,592	2,930	3.63 %
INTERNAL TRANSFERS TOTAL	73,015	79,246	80,662	83,592	2,930	3.63 %
EXPENSE TOTAL	640,569	712,994	640,276	693,305	53,029	8.28 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	0	0	52,307	76,654	24,347	46.55 %
0875 STORM SEWER CONNECTIONS	4,850	6,143	4,000	5,000	1,000	25.00 %
0899 OTHER SERVICE CHARGES	1,983	758	0	0	0	0.00 %
REVENUE TOTAL	6,833	6,901	56,307	81,654	25,347	45.02 %
GRAND TOTAL:	633,736	706,093	583,969	611,651	27,682	4.74 %

Activity Summary Overview – 2023 Budget

Transit

The Transit Department delivers daily transit service. It includes scheduling; training; responding to public inquiries and providing transit dispatch; and accident investigation and reporting. Pre-pandemic the annual service was 64,000 operating hours, 1.3 million kilometers traveled and provided over 1.5 million rides.

In 2022, Transit continued to operate a hybrid operation of fixed and dynamic routing adjusting the service hours, frequency, and routing to match the current demand. Through to the end of 2022, Transit is projected to travel 900,000 kilometers and provide approximately 680,000 rides.

It is planned to continue to provide the Fall 2022 hybrid operation through 2023 and make adjustments if required. Transit has projected it will provide 730,000 rides in 2023.

Plant & Premises

Provide accessible transit shelter maintenance and installation, installation and maintenance of bus stop signs, janitorial services and grounds maintenance for the terminal and grounds area for public and operations use at the Oak Street Terminal.

Administration

General administration for Transit and Para Bus service.

Positions:

	2022 FTE	2023 FTE
City Engineer	0.10	0.10
Transit Manager	1.00	1.00
Administrative Assistant	1.00	1.00
Transit Supervisor	2.00	2.00
Transit Planning Analyst	1.00	1.00
Transit Operator*	24.00	24.00
Transit Bus Wash Operator	2.36	2.36
Spare Board Operator	5.31	5.31
Crossing Guard	2.84	2.84
Totals	39.61	39.61

Notes: * Budget reflects staffing levels of 22 Transit Operators. The two vacant positions will not be filled until demand increases to 2019 levels as the system recovers from the impact of COVID-19.

Para Bus

Provide a safe and efficient method of transportation for the physically disabled community in North Bay. To maintain the specialized service as legislated and to operate a public information and dispatch office.

Crossing Guards

Provide guards at 15 crossing locations within the City to allow safe crossing for children up to grade 8.

For more information go to:

<https://www.northbay.ca/services-payments/north-bay-transit/>

<https://www.northbay.ca/city-government/departments/transit/>

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): *Infrastructure and Operations*

Division(s): *TRANSIT*

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,685,289	1,667,418	2,099,630	2,139,646	40,016	1.91 %
1002 TEMPORARY SALARIES	63,226	88,015	88,452	91,400	2,948	3.33 %
1003 SHIFT PREMIUM	35,488	43,393	36,900	40,900	4,000	10.84 %
1010 MODIFIED/ACCOMMODATED	54,240	46,357	0	0	0	0.00 %
1101 OVERTIME FULLTIME	66,832	183,912	82,000	86,361	4,361	5.32 %
1110 OVERTIME MODIFIED/ACCOMMODATED	1,849	3,421	0	0	0	0.00 %
1202 VACATION	214,005	157,151	166,370	166,607	237	0.14 %
1203 COMPASSIONATE LEAVE	4,874	3,300	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	100,527	89,098	54,300	61,253	6,953	12.80 %
1207 SICK LEAVE	180,982	189,974	65,500	63,004	(2,496)	-3.81 %
1299 OTHER LABOUR COSTS	141,104	139,007	177,000	177,000	0	0.00 %
1401 TRAINING & SAFETY	1,357	2,468	16,000	16,000	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	826,882	814,776	896,542	961,570	65,028	7.25 %
1802 FRINGE BENEFITS-PARTTIME	7,555	10,798	12,315	13,368	1,053	8.55 %
PERSONNEL TOTAL	3,384,210	3,439,088	3,695,009	3,817,109	122,100	3.30 %
GOODS & SERVICES						
2099 MISC. MATERIALS	741	1,471	2,600	2,700	100	3.85 %
2401 GAS FUEL	971	1,793	924	1,732	808	87.45 %
2405 DIESEL FUEL	500,509	920,742	587,579	1,148,566	560,987	95.47 %
2425 REPAIR PARTS	40,817	0	0	0	0	0.00 %
2499 MISC FLEET SUPPLIES	6,779	5,993	4,500	4,500	0	0.00 %
2601 OFFICE SUPPLIES	2,094	2,709	2,650	2,650	0	0.00 %
2650 CLOTHING / UNIFORM	15,404	15,494	7,000	34,650	27,650	395.00 %
2655 SAFETY SUPPLIES	102	105	500	500	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	5,879	6,169	9,870	8,165	(1,705)	-17.27 %
2699 MISC GENERAL SUPPLIES	588	1,501	1,000	1,400	400	40.00 %
2701 HYDRO	15,955	14,843	16,261	15,918	(343)	-2.11 %
2705 NATURAL GAS	4,578	6,649	4,754	7,153	2,399	50.46 %
2715 WATER	20,718	19,966	21,721	20,560	(1,161)	-5.35 %
2720 MUNICIPAL TAXES	41,495	42,618	43,155	44,323	1,168	2.71 %
2935 FARE HANDLING SUPPLIES	5,975	4,369	6,000	6,000	0	0.00 %
3001 POSTAGE	203	239	400	400	0	0.00 %
3010 TELEPHONE	17,846	8,392	5,700	7,800	2,100	36.84 %
3014 TELECOMMUNICATIONS	0	13,415	13,300	14,450	1,150	8.65 %
3035 MILEAGE	0	0	300	300	0	0.00 %
3045 CONFERENCES & SEMINARS	0	1,711	3,000	3,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICA TIONS	7,667	7,786	15,250	8,954	(6,296)	-41.29 %
3070 TRAINING	1,566	75	5,250	5,250	0	0.00 %

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): *Infrastructure and Operations*

Division(s): *TRANSIT*

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
3080 ADVERTISING & PROMOTION	0	528	7,500	4,000	(3,500)	-46.67 %
3305 BUILDING MAINTENANCE	4,956	11,537	17,500	12,500	(5,000)	-28.57 %
3315 VEHICLE MAINTENANCE	62,360	107,934	85,000	85,000	0	0.00 %
3340 SOFTWARE MAINTENANCE	26,471	54,682	87,635	92,017	4,382	5.00 %
3402 OPERATING CONTRACT	387,863	462,153	498,134	588,503	90,369	18.14 %
3425 CONSTRUCTION CONTRACT	0	254	0	0	0	0.00 %
3450 COMMISSIONAIRES	0	19,583	0	0	0	0.00 %
3460 BRINKS COURIER	333	398	1,000	500	(500)	-50.00 %
3476 TAXI CONTRACTS	9,496	15,184	21,872	45,750	23,878	109.17 %
3480 CLEANING CONTRACT	55,579	54,908	57,600	48,730	(8,870)	-15.40 %
3499 MISC CONTRACTS	253	0	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	15,848	18,287	17,331	20,594	3,263	18.83 %
GOODS & SERVICES TOTAL	1,253,046	1,821,488	1,545,286	2,236,565	691,279	44.73 %
FINANCIAL EXPENSES						
4101 BANK CHARGES	2,065	3,002	3,000	3,000	0	0.00 %
4110 CASH OVER / SHORT	(1)	10	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	2,064	3,012	3,000	3,000	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	2,412,446	2,412,446	2,412,446	2,074,561	(337,885)	-14.01 %
7010 ADMINISTRATION & OVERHEAD	116,049	79,302	79,302	82,002	2,700	3.40 %
7015 BUILDING MAINTENANCE OPER	36,636	37,442	37,442	38,869	1,427	3.81 %
7035 WASH BAY MAINTENANCE	64,612	51,220	50,000	50,000	0	0.00 %
7050 FLEET CHARGEBACK CHARGES	3,850	4,235	0	0	0	0.00 %
INTERNAL TRANSFERS TOTAL	2,633,593	2,584,645	2,579,190	2,245,432	(333,758)	-12.94 %
EXPENSE TOTAL	7,272,913	7,848,233	7,822,485	8,302,106	479,621	6.13 %
REVENUE						
0470 TSF FROM RESERVE FUND	1,544,547	997,767	1,424,667	945,444	(479,223)	-33.64 %
0472 REIMB - CUPE BENEFITS	275	595	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	851	1,315	0	0	0	0.00 %
0479 REIMBURSEMENTS	0	19,295	0	0	0	0.00 %
0480 SUNDRY REVENUE	126	147	200	140	(60)	-30.00 %
0508 MIN OF TRANSPORTATION	0	200,909	0	0	0	0.00 %
0801 CASH FARES	306,239	287,431	428,970	359,500	(69,470)	-16.19 %
0802 ADULT PASSES	165,339	195,074	210,337	235,500	25,163	11.96 %
0803 STUDENT PASSES	21,021	42,171	51,452	46,000	(5,452)	-10.60 %
0804 REDUCED PASSES	159,577	170,345	181,835	207,500	25,665	14.11 %
0805 DAY PASSES	4,397	3,406	6,825	4,000	(2,825)	-41.39 %
0806 MULTIPLE FARE CARDS	223,774	279,391	273,607	295,000	21,393	7.82 %
0807 CONTRACTED SERVICES	344,701	842,298	671,408	1,177,750	506,342	75.41 %
0808 TRANSIT CHARTERS	54,992	12,958	5,000	8,000	3,000	60.00 %



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): *Infrastructure and Operations*

Division(s): *TRANSIT*

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
0810 SINGLE TRIP PASS	42,379	48,054	51,616	53,487	1,871	3.62 %
0819 TRANSIT PASS PHOTO	5,270	6,200	4,000	6,612	2,612	65.30 %
0890 ATM REVENUE	672	494	700	500	(200)	-28.57 %
0919 VENDING MACHINE SALES	2,022	333	1,000	2,400	1,400	140.00 %
0975 SIGN ADVERTISING	29,192	26,292	25,000	26,500	1,500	6.00 %
REVENUE TOTAL	2,905,374	3,134,475	3,336,617	3,368,333	31,716	0.95 %
GRAND TOTAL:	4,367,539	4,713,758	4,485,868	4,933,773	447,905	9.98 %

Activity Summary Overview – 2023 Budget

Works Department Administration

Works Administration

Oversees the operations, construction, and/or development of the City's infrastructure including: bridges, roads, and associated structures. The Public Works Department is committed to meeting the needs of the community while ensuring sustainability of services.

Positions:

	2022 FTE	2023 FTE
Administrative Assistant Public Works and Services	1.00	1.00
Director of Public Works	0.50	0.50
Dispatcher	2.00	2.00
Administrative Supervisor Public Works	0.50	0.50
Part-time Dispatcher	0.56	0.56
Signal Technician	0.40	0.40
Totals	4.96	4.96

For more information go to:

<https://www.northbay.ca/city-government/departments/public-works-environmental-services-and-parks/>

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s):

Infrastructure and Operations

Division(s):

WORKS DEPT ADMINISTRATION

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	341,988	317,765	335,128	348,598	13,470	4.02 %
1002 TEMPORARY SALARIES	57,160	35,478	34,511	34,511	0	0.00 %
1003 SHIFT PREMIUM	4,196	3,010	4,782	2,950	(1,832)	-38.31 %
1004 OTHER/STANDBY	1,052	794	0	0	0	0.00 %
1010 MODIFIED/ACCOMMODATED	0	113	0	0	0	0.00 %
1101 OVERTIME FULLTIME	4,824	10,479	7,748	7,748	0	0.00 %
1102 OVERTIME PART TIME	150	906	0	0	0	0.00 %
1202 VACATION	(49,118)	5,444	1,340	1,360	20	1.49 %
1204 STATUTORY HOLIDAYS	3,084	3,650	0	0	0	0.00 %
1207 SICK LEAVE	210	847	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	229	0	0	0	0	0.00 %
1301 WSIB LEAVE	0	(323)	0	0	0	0.00 %
1401 TRAINING & SAFETY	686	982	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	85	46	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	107,106	108,220	106,203	114,783	8,580	8.08 %
1802 FRINGE BENEFITS-PARTTIME	16,197	10,121	7,405	7,798	393	5.31 %
PERSONNEL TOTAL	487,849	497,532	497,117	517,748	20,631	4.15 %
GOODS & SERVICES						
2020 SEWER/WATER PIPE & PARTS	351	0	0	0	0	0.00 %
2099 MISC. MATERIALS	384	7	500	0	(500)	-100.00 %
2601 OFFICE SUPPLIES	13,629	15,898	14,000	14,000	0	0.00 %
2615 JANITORIAL SUPPLIES	2,873	2,846	3,000	3,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	0	143	100	100	0	0.00 %
2701 HYDRO	86,905	81,482	94,168	84,546	(9,622)	-10.22 %
2705 NATURAL GAS	56,743	49,838	65,928	65,928	0	0.00 %
2715 WATER	11,106	17,229	11,251	12,592	1,341	11.92 %
3001 POSTAGE	1,138	975	750	950	200	26.67 %
3005 COURIER & DELIVERY	1,689	1,663	2,200	2,000	(200)	-9.09 %
3010 TELEPHONE	44,948	45,851	39,300	41,400	2,100	5.34 %
3014 TELECOMMUNICATIONS	0	1,200	1,200	1,200	0	0.00 %
3015 FAX	750	766	670	670	0	0.00 %
3030 TRAVEL	0	611	2,000	1,000	(1,000)	-50.00 %
3035 MILEAGE	2,494	2,342	4,000	4,000	0	0.00 %
3045 CONFERENCES & SEMINARS	1,517	608	2,000	2,000	0	0.00 %
3055 MEETING COSTS	254	67	500	500	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	1,312	3,270	2,500	2,500	0	0.00 %
3070 TRAINING	0	0	2,000	2,000	0	0.00 %
3301 RADIO MAINTENANCE	4,281	8,232	7,500	7,500	0	0.00 %
3305 BUILDING MAINTENANCE	94,434	140,524	135,000	137,500	2,500	1.85 %

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s):

Infrastructure and Operations

Division(s):

WORKS DEPT ADMINISTRATION

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
3401 STREET GARBAGE CONTRACT	5,684	5,410	5,000	5,000	0	0.00 %
3425 CONSTRUCTION CONTRACT	50	50	1,000	500	(500)	-50.00 %
3430 MAINTENANCE CONTRACT	1,865	1,735	2,500	2,500	0	0.00 %
3480 CLEANING CONTRACT	60,992	63,324	65,849	38,892	(26,957)	-40.94 %
GOODS & SERVICES TOTAL	393,399	444,071	462,916	430,278	(32,638)	-7.05 %
FINANCIAL EXPENSES						
4101 BANK CHARGES	207	798	900	900	0	0.00 %
FINANCIAL EXPENSES TOTAL	207	798	900	900	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	2,001	1,084	2,000	2,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	2,001	1,084	2,000	2,000	0	0.00 %
EXPENSE TOTAL	883,456	943,485	962,933	950,926	(12,007)	-1.25 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	38,395	39,163	39,163	39,946	783	2.00 %
0472 REIMB - CUPE BENEFITS	121	189	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	229	460	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	185,819	158,608	158,608	163,938	5,330	3.36 %
REVENUE TOTAL	224,564	198,420	197,771	203,884	6,113	3.09 %
GRAND TOTAL:	658,892	745,065	765,162	747,042	(18,120)	-2.37 %



SERVICE PARTNERS

2023 OPERATING BUDGET



Business Unit Summary

Budget Year: 2023

YTD End Date: December 2022

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
Service Partners						
INVEST NORTH BAY DEVELOPMENT CORPORATION	140,000	25,000	25,000	10,000	(15,000)	-60.00 %
SERVICE PARTNERS	42,623,559	44,407,848	44,489,533	47,459,292	2,969,759	6.68 %
Total:	42,763,559	44,432,848	44,514,533	47,469,292	2,954,759	6.64 %
Grand Total:	42,763,559	44,432,848	44,514,533	47,469,292	2,954,759	6.64 %

Business Unit Overview - 2023 Budget

Service Partners

2023 Business Unit Pressures:

The 2023 budget includes the cost to deliver existing service levels to taxpayers. In general, there are no significant changes in routine operating activities. Items contributing to the overall net increase required of \$2,954,759 or 6.64% over 2022 are as follows:

- **North Bay Police Services – \$2,423,326** - The 2023 budget includes changes to negotiated contracts as well as benefit rate increases. Budget includes a transfer from Cannabis Reserves in the amount of \$193,500 to support programming and revisions to the court security and prisoner transportation agreement. Budget approved by Board.
- **DNSSAB – \$512,461** – Budget Letter on file. Budget approved by Board.
- **North Bay Parry Sound District Health Unit - \$12,778** – Budget approved by Board.
- **Cassellholme Home for The Aged – (\$81,556)** – Overall decrease partially due to apportionments. Budget approved by Board.
- **North Bay Public Library – \$0** - The 2023 budget includes changes to negotiated contracts and benefit rate increases, as well as use of additional reserve dollars to offset the current cost pressures. Budget approved by Board.
- **North Bay-Mattawa Conservation Authority - \$85,123** – Budget estimate received.
- **Capitol Centre - \$45,286** – Budget approved by Board.

Service Level Changes (SLC):

- None presented

Activity Summary Overview – 2023 Budget

Invest North Bay Development Corporation

The Operating Agreement between the City of North Bay and the Invest North Bay Development Corporation (inbay) expired on July 29, 2021.

inbay is a corporation without share capital under the Corporations Act in the Province of Ontario. The Corporation will wrap-up its operations and cease to be a corporation by way of the means required by legislation.



Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Service Partners

Division(s): INVEST NORTH BAY DEVELOPMENT CORPORATION

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
SERVICE PARTNERS						
6075 INVEST NORTH BAY	140,000	25,000	25,000	10,000	(15,000)	-60.00 %
SERVICE PARTNERS TOTAL	140,000	25,000	25,000	10,000	(15,000)	-60.00 %
EXPENSE TOTAL	140,000	25,000	25,000	10,000	(15,000)	-60.00 %
GRAND TOTAL:	140,000	25,000	25,000	10,000	(15,000)	-60.00 %

Activity Summary Overview – 2023 Budget

Service Partners

Service Partners include the statutory Agencies, Boards and Commissions as defined within various legislation as well as other community partners in agreement with the City for delivery of community services.

For more information go to:

<https://www.northbay.ca/city-government/mayor-council/agencies-boards-committees/>

Executive Report

Budget Year: 2023; YTD End Date: December 2022

Department(s): Service Partners

Division(s): SERVICE PARTNERS

	2021 Actuals	2022 Actuals YTD	2022 Budget	2023 Approved	Variance	Variance %
CAPITAL/RESERVE TRANSACTIONS						
5115 TRANSFER TO RESERVE FUND	0	221,501	221,501	208,723	(12,778)	-5.77 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	221,501	221,501	208,723	(12,778)	-5.77 %
SERVICE PARTNERS						
6051 NORTH BAY POLICE SERVICES	21,552,458	22,514,897	22,711,688	25,135,014	2,423,326	10.67 %
6055 DNSSAB	12,712,758	13,194,757	13,200,928	13,713,389	512,461	3.88 %
6058 DISTRICT HEALTH UNIT	1,574,286	1,625,987	1,625,987	1,638,765	12,778	0.79 %
6059 CASSELLHOLME	2,738,557	2,651,074	2,731,250	2,649,694	(81,556)	-2.99 %
6065 PUBLIC LIBRARY	2,493,433	2,609,418	2,609,418	2,609,418	0	0.00 %
6067 CONSERVATION AUTHORITY	426,350	437,518	434,877	520,000	85,123	19.57 %
6068 CAPITOL CENTRE	471,434	511,430	495,006	540,292	45,286	9.15 %
6069 YMCA	8,053	0	0	0	0	0.00 %
6070 GOLDEN AGE CLUB	19,655	19,655	19,538	19,655	117	0.60 %
6080 ONT.PROPERTY ASSESSMENT	626,574	621,612	632,840	617,842	(14,998)	-2.37 %
6083 DIA	134,257	137,464	0	0	0	0.00 %
SERVICE PARTNERS TOTAL	42,757,815	44,323,812	44,461,532	47,444,069	2,982,537	6.71 %
EXPENSE TOTAL	42,757,815	44,545,313	44,683,033	47,652,792	2,969,759	6.65 %
REVENUE						
0105 TAXATION	134,257	137,464	0	0	0	0.00 %
0470 TSF FROM RESERVE FUND	0	0	193,500	193,500	0	0.00 %
REVENUE TOTAL	134,257	137,464	193,500	193,500	0	0.00 %
GRAND TOTAL:	42,623,558	44,407,849	44,489,533	47,459,292	2,969,759	6.68 %



2023

SERVICE LEVEL CHANGES

Service Level Reduction / Increase 2023

Description/Title: Arts and Culture Programming

Service Enhancement or Reduction: Enhancement

Public: X **In Camera:**

Service Area/Business Unit: Community Services

Department: Arts, Culture and Recreation Services **Costing Center #:** 5829

Budget Impacted: Municipal Levy Building Permit Reserve Other Water Sewer

Detail:

Proposed change is for the base funding of summer concert series and arts and cultural programming. The 2022 arts and culture programming schedule were solely based off of sponsorship revenue making programming of such potentially not feasible for the 2023 year and beyond.

Building sustainability to art and culture programming is vital to the community fabric and social health. With the success with the Summer Concert Series and the Movie in the Park, the intention is to provide sustainability to those existing programs and offer new arts and culture programming for the 2023 year and beyond.

As stated previously, the summer concert series and other arts and culture programming relied solely on sponsorship revenue. Entering the annual planning stages of programming, without consistent budgeting, limits options, timelines and the potential success for creating a vibrant community and activating City venues. Base program funding will allow for the continuation and expansion of arts and culture programming which will provide smart and cost-effective services and programs to the community.

Link to Strategic Plan: Spirited Safe Community

- Promote and encourage arts and culture as a cornerstone of a dynamic community.

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Expense	\$30,000		
(Revenue) Sponsorship	(\$5,000)		
Net Cost /(Savings)	\$25,000		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
N/A			

<u>Future Years Budget Impact</u> <small>(only required for phased-in Service Level changes)</small>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Year / Expense			
Year / Revenue			
Net Cost (Savings)			

Capital Requirements (if applicable):

Service Level Reduction / Increase 2023

Description/Title: Event Hosting Programming

Service Enhancement or Reduction: Enhancement

Public: X

In Camera:

Service Area/Business Unit: Community Services

Department: Arts, Culture and Recreation Services

Costing Center #: 5885

Budget Impacted: Municipal Levy Building Permit Reserve Other Water Sewer

Detail:

Increase the event hosting program by \$50,000 to increase the amount of funding available to community events and setup a fund available to for-profit businesses that are offering events for the community.

Link to Strategic Plan: Spirited Safe Community

- Promote and encourage arts and culture as a cornerstone of a dynamic community.

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Expense	\$50,000		
(Revenue)			
Net Cost (Savings)	\$50,000		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
N/A			

<u>Future Years Budget Impact</u> <small>(only required for phased-in Service Level changes)</small>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Year / Expense			
Year / Revenue			
Net Cost (Savings)			

Capital Requirements (if applicable):

Service Level Reduction / Increase 2023

Description/Title: Building / Property Standards – 2 Fleet Vehicles

Service Enhancement or Reduction: Enhancement

Public: X **In Camera:**

Service Area/Business Unit: Community Services

Department: Building Services

Costing Center #: 5001 and 5003

Budget Impacted: Municipal Levy Building Permit Reserve Other Water Sewer

Detail:

The proposed Service Level Change is to purchase and operate Fleet Vehicles for the Building Inspectors and Property Standards Officer. Currently the staff use their personal vehicles and are paid mileage at the City rate of \$0.50/km. The proposed shift to Fleet Vehicles would form part of the overall retention and attraction of new building inspectors. Employee turnover has been high, and the associated efforts are costly (recruitment, training, loss of productivity during gapping periods resulting in longer building permit review & inspection due to staffing shortage). In addition, Fleet Vehicles provide the City with enhanced data and GPS Tracking to investigate complaints/issues related to speed and/or accidents and to clearly identify City Staff when on site and reduce the potential of personal vehicle accident and claims.

Fleet optimization reviews have found capacity to purchase 2 SUV's through the fleet reserve. As optimization reviews continue additional vehicles will be added to transition out of personal use of vehicles to carry out building services.

Below is the impact on 2023 for the one Property Standards Officer and one Building Inspector. This request is all so seeking approval for the addition of 3 vehicles for building inspectors as fleet optimization process identifies low mileage or redundant equipment. Note, there is a recovery from the Building Reserve as costs relating to services under the Ontario Building Code are recovered from the Reserve.

Link to Strategic Plan: Responsible & Responsive Government

- Strive to be the employer of choice for highly qualified employees and maintain positive labour/ employee relations.
- Ensure the efficient and effective operations of the city, with particular consideration to the impact of decisions on the property tax rate.

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Expense – Vehicle Rental Rate x 2	\$15,154		
Expense – Fuel	\$7,000		
(Revenue) – Mileage savings	(\$8,400)		
(Revenue) – Building Reserve	(\$6,877)		
Net Cost (Savings)	\$6,877		
<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
	0		
<u>Future Years Budget Impact</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Year / Expense			
Year / Revenue			
Net Cost (Savings)			

Capital Requirements (if applicable):

Service Level Reduction / Increase 2023

Description/Title: Property Standards

Service Enhancement or Reduction: Enhancement

Public: **In Camera: X**

Service Area/Business Unit: Community Development & Growth

Department: Building Services

Costing Center #: 5003

Budget Impacted: Municipal Levy Building Permit Reserve Other Water Sewer

Detail:

Confidential. To be discussed in camera.

Link to Strategic Plan: Affordable Balanced Growth

- Maintain infrastructure across the city in a good state of repair.

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Expense	\$3,083		
(Revenue)			
Net Cost /(Savings)	\$3,083		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>

<u>Future Years Budget Impact</u> <small>(only required for phased-in Service Level changes)</small>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Year / Expense			
Year / Revenue			
Net Cost (Savings)			

Capital Requirements (if applicable):

Service Level Reduction / Increase 2023

Description/Title: Eliminate Paralegal Position

Service Enhancement or Reduction: Reduction

Public: X **In Camera:**

Service Area/Business Unit: Corporate Services

Department: Legal Services

Costing Center #: 1601

Budget Impacted: Municipal Levy Building Permit Reserve Other Water Sewer

Detail:

For the Budget Year 2020, a Service Level increase was presented and accepted by Council with respect to a paralegal who would assume much of the prosecution work then done by the Assistant City Solicitor/City Prosecutor who would in turn assume more of the work currently undertaken by the City Solicitor while still dealing or assisting with more complex prosecutions. The City is a party to a Memorandum of Understanding between Her Majesty the Queen in Right of Ontario as represented by the Attorney General. At the time of the Service Level increase request, it was anticipated that the Ministry of the Attorney General would transfer most of the Part III prosecutions. In order to accomplish this, the City of North Bay must be prepared to assume those prosecutions which will require an amendment to the MOU. With no firm date yet established and the Assistant City Solicitor/City Prosecutor capable of taking on more solicitor's work, the paralegal position is no longer needed at this time. Once it is certain that the Part III transfer will actually happen, Legal Services will then make a Service Level request to increase the staffing compliment.

Link to Strategic Plan: Economic Prosperity

- Explore and implement opportunities to streamline processes, policies and practices that make it easier and more effective to do business in North Bay.

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Expense	(\$139,864)		
(Revenue)			
Net Cost (Savings)	(\$139,864)		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
	(1.0)		

<u>Future Years Budget Impact</u> <small>(only required for phased-in Service Level changes)</small>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Year / Expense			
Year / Revenue			
Net Cost (Savings)			

Capital Requirements (if applicable):

Service Level Reduction / Increase 2023

Description/Title: Eliminate POA Collections Clerk Position

Service Enhancement or Reduction: Reduction

Public: X

In Camera:

Service Area/Business Unit: Corporate Services

Department: Provincial Offences Administration **Costing Center #:** 1901

Budget Impacted: Municipal Levy Building Permit Reserve Other Water Sewer

Detail:

Until recently, the Provincial Offences Administration staffing compliment included two POA Clerks, a Court Clerk Monitor and a POA Collections Clerk. The Collections Clerk would, among related duties, contact debtors regarding defaulted fines and payment options to avoid going into collections; respond to inquiries and provide counter service on collection matters and provide backup to the POA Clerks/Monitors. Recently there was a job evaluation which saw the two POA Clerks and the Court Clerk Monitor become three Administration Clerk/Court Clerk Monitor positions with each cross-trained. The POA Collections Clerk position has remained vacant since the Clerk's retirement in 2020. The Administration Clerk/Court Clerk Monitors are tasked with the duties of the Collections Clerk as time permits. The POA is also serviced by CBV Collection Services Ltd., and St. Catherines Credit Corporation Limited o/a Credit Bureau Services Canada.

Given the trend of the declining number of charges and resulting decline in revenue, the ongoing impact of the pandemic on courts, and the fact that the Administration Clerk/Court Clerk Monitors have capacity to also attend to the duties of the Collections Clerk and there are two collections services tasked with dealing with debtors, the position of Collections Clerk is no longer feasible or necessary and as such the position can be eliminated.

Link to Strategic Plan: Economic Prosperity

- Explore and implement opportunities to streamline processes, policies and practices that make it easier and more effective to do business in North Bay.

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Expense	(\$79,203)		
(Revenue)	\$35,641		
Net Cost (Savings)	(\$43,562)		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
	(1.0)		

<u>Future Years Budget Impact</u> <small>(only required for phased-in Service Level changes)</small>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Year / Expense			
Year / Revenue			
Net Cost (Savings)			

Capital Requirements (if applicable):

Service Level Reduction / Increase 2023

Description/Title: Permit Parking Program for 2nd Avenue

Service Enhancement or Reduction: Enhancement

Public: X **In Camera:**

Service Area/Business Unit: Infrastructure and Operations

Department: Parking **Costing Center #:** 0841 – Parking Rentals

Budget Impacted: Municipal Levy Building Permit Reserve Other Water Sewer

Detail:

Introduce a permit parking program for paid parking between Second Avenue Parking between Ferguson St. and Fraser St.

Due to increased costs related to maintenance and snow removal it is proposed that 15 permitted paid stalls be introduced on the west side of Second St. between Ferguson St. and Fraser St. Rate to be determined and based on similar parking stalls.

Advantages

- Parking Revenue will increase.
- Parking enforcement revenue will increase.
- Encourages the general public to take City transit, walk, bike, or other green options.

Disadvantages

- May increase on street parking in residential areas.
- May see an increase in complaints as a result of tickets issued through enforcement.

Link to Strategic Plan:

Affordable Balanced Growth

- Maintain infrastructure across the city in a good state of repair. Consider all aspects of decisions to fund new infrastructure.

Responsible & Responsive Government

- Ensure the efficient and effective operations of the city, with particular consideration to the impact of decisions on the property tax rate.

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Expense - Signs	\$200		
(Revenue)	(\$15,623)		
Net Cost (Savings)	(\$15,423)		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
N/A			

<u>Future Years Budget Impact</u> <small>(only required for phased-in Service Level changes)</small>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Year / Expense			
Year / Revenue			
Net Cost (Savings)			

Capital Requirements (if applicable):

Service Level Reduction / Increase 2023

Description/Title: Utility Tractor Operator

Service Enhancement or Reduction: Enhancement

Public: X **In Camera:**

Service Area/Business Unit: Infrastructure and Operations

Department: Roads Department **Costing Center #:** 3199(0.58) and 3118(0.42)

Budget Impacted: Municipal Levy X Building Permit ___ Reserve ___ Other ___ Water ___ Sewer ___

Detail:

The CNB Roads Department maintains 858 lane KM of roadways and 150 KM of sidewalks. The department currently consists of 34 full-time unionized staff through the winter months and 26 through the summer months to maintain road and sidewalk networks. Of the 34 positions in the winter, 6 are Utility Tractor Operators (UTL) that are responsible for plowing and sanding sidewalks, while during the summer months the number of UTL operators are reduced to 1 as 5 are shared with other departments.

With regards to the winter, there are currently 6 sidewalk plow routes throughout the city. In 2015, the total distance of sidewalks maintained in the CNB was 130km (+/-). New sidewalk installations on Janey, Greenhill, Pearce St., Bain, McKeown, Pinewood, Glenwood, Cassells, Trout Lake Rd, Lakeside, Airport Rd, Morin St, Oak St, Main St W College Dr and Laurentian Ave have added significant quantities to the sidewalk infrastructure. Future sidewalk installations through the Provincial ICIP funding program include Wallace Rd, Commerce, Seymour, Prince Edward, Premier Rd and others to be determined again will add to sidewalk infrastructure. Due to this additional infrastructure, maintaining compliance has become a challenge.

During the summer months, the sole UTL operator is utilized in various capacities on both operating and capital projects. Often the operator will sweep sidewalks and boulevards following heavy rain falls, trim sidewalk and roadway vegetation, operate the pulveriser to reclaim roadways, help with traffic control and perform other various labour duties. The UTL position is an important role within the Roads Department. As times and infrastructure change, there is a need to increase the UTL compliment to meet the demands of road maintenance requirements throughout the City.

Link to Strategic Plan: Affordable Balanced Growth

- Maintain infrastructure across the city in a good state of repair.
- Provide, smart, cost-effective services and programs to residents and businesses.

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Expense	\$73,132		
(Revenue)			
Net Cost (Savings)	\$73,132		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
	<u>1.0</u>		

<u>Future Years Budget Impact</u> <small>(only required for phased-in Service Level changes)</small>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Year / Expense			
Year / Revenue			
Net Cost (Savings)			

Capital Requirements (if applicable):

Service Level Reduction / Increase 2023

Description/Title: Extending Transit Service from 2060 Main W to Couchie Memorial

Service Enhancement or Reduction: Enhancement

Public: X **In Camera:**

Service Area/Business Unit: Infrastructure and Operations

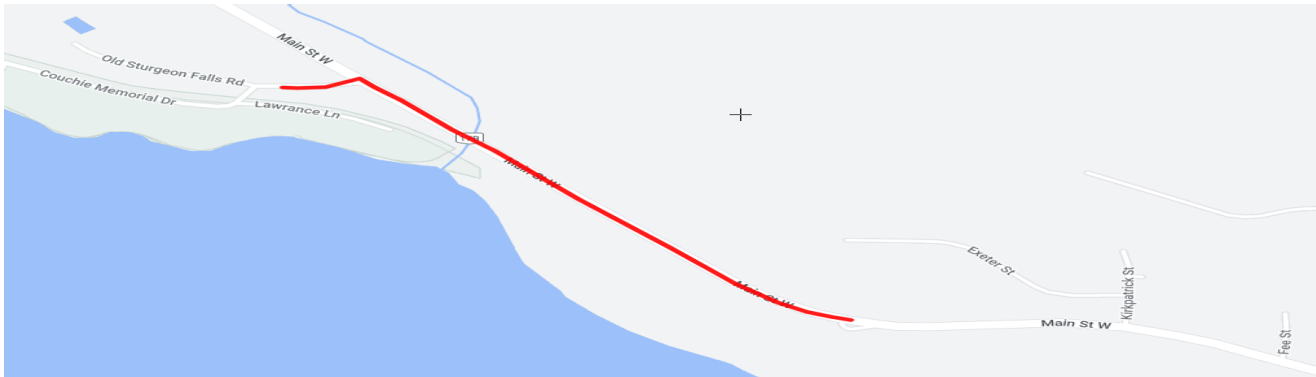
Department: Transit **Costing Center #:** 5505

Budget Impacted: Municipal Levy Building Permit Reserve Other Water Sewer

Detail:

Current transit routing provides service up to 2060 Main Street West.

Proposed is an expansion of the 1B campus special routing to the entrance and pre-existing bus turn around located at the entrance of Couchie Memorial Drive. Trips would be completed once per hour on the :30 trip operating 6:30am-6:30pm, 7:15am-6:15pm Saturday, 8:15am-6:15pm Sunday, totalling 88 trips per week at 184.8km per week. For 35 weeks (May 1, 2023 to Dec 31, 2023) mileage would be approximately 6,500 kms for fixed route hours.



The cost of extending transit service would be approximately \$16,000 at \$2.43 per km.

Link to Strategic Plan: Spirited Safe Community

- Continuously work on the development and implementation of a healthy active living strategy that includes the incorporation of Age Friendly practices and services.

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Expense	\$16,000		
(Revenue)			
Net Cost (Savings)	\$16,000		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
N/A			

<u>Future Years Budget Impact</u> <small>(only required for phased-in Service Level changes)</small>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Year / Expense			
Year / Revenue			
Net Cost (Savings)			

Capital Requirements (if applicable):

Service Level Reduction / Increase 2023

Description/Title: Dionne Quints Heritage Board Capital Improvements

Service Enhancement or Reduction: Enhancement

Public: X **In Camera:**

Service Area/Business Unit: Community Services

Department: Arts, Culture and Recreation Services **Costing Center #:** 5829

Budget Impacted: Municipal Levy ___ Building Permit ___ Reserve X Other ___ Water___ Sewer___

Detail:

The Dionne Quints Heritage Board (DQHB) has requested funding from the City related to capital improvements of the Dionne Quints Museum. The request is for \$15,000 towards subsidy of a new HVAC system for the Museum.

The DQHB has indicated that they currently rely on electric baseboard heaters and a window air conditioning unit to maintain a reasonable temperature & humidity level within the building. They have expressed concerns that the artifacts are not being adequately protected, and that the current Electric Baseboard / Window AC system is below museum standards.

In 2017, the City agreed to provide \$30,000 in funding related to landscaping. In 2019, \$15,000 in funding was provided to the DQHB for landscaping. This was funded from the Dionne Rehab reserve. Should Council approve the requested contribution, there is currently sufficient funding in the Dionne Rehab reserve to fund the request for the \$15,000 contribution for the HVAC system.

The City entered into an Agreement with the DQHB on February 26, 2020. The Agreement outlines the responsibility for costs of each party. The DQHB is responsible for all costs associated with the management, promotion and operation of the Museum and the Collection. The City is responsible for all costs associated with capital repairs to the Museum associated with the Static Display, storage facility and associated costs as agreed to by the City and utilities to maintain a minimum temperature of 10 degrees Celsius during the heating season.

Link to Strategic Plan: Natural, North & Near

- Celebrate North Bay’s proud history and heritage
- Promote and encourage arts and culture as a cornerstone of a dynamic community

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Expense	\$15,000		
(Revenue)	(\$15,000)		
Net Cost /(Savings)	\$0		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
N/A			

<u>Future Years Budget Impact</u> <small>(only required for phased-in Service Level changes)</small>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Year / Expense			
Year / Revenue			
Net Cost (Savings)			

Capital Requirements (if applicable):

Service Level Reduction / Increase 2023

Description/Title: Clean Green Beautiful

Service Enhancement or Reduction: Enhancement

Public: X **In Camera:**

Service Area/Business Unit: Infrastructure and Operations

Department: Environmental Services **Costing Center #:** 001-4301-806-3980

Budget Impacted: Municipal Levy Building Permit Reserve Other Water Sewer

Detail:

Clean Green Beautiful (CGB) North Bay is a grassroots organization which started in 2019 by a group of concerned North Bay citizens. They are focused on raising civic pride and enhancing the beauty of our City. They have lead initiatives such as neighbourhood litter clean ups, tree planting, and a community orchard.

Clean Green Beautiful has significant community support with engagement of up to 10,000 residents. Businesses across our City participate as well. The City of North Bay has provided a funding contribution of \$10,000 to CGB since 2021.

CGB expanded for 2022 with the hiring of an intern and has expanded with additional programs which will continue to enhance the beauty of our City. They have approached the City and are requesting an increase to the City’s funding contribution. This Service Level Change would increase the City of North Bay funding contribution to Clean Green Beautiful from \$10,000 to \$50,000. The additional funds will go towards a permanent staff member which will allow CGB to continue their important community work.

Link to Strategic Plan: Natural North and Near

- Protect, promote and enhance the environment in all aspects of the city’s operations and plans.

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Expense	\$40,000		
(Revenue)			
Net Cost (Savings)	\$40,000		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
N/A			

<u>Future Years Budget Impact</u> <small>(only required for phased-in Service Level changes)</small>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Year / Expense			
Year / Revenue			
Net Cost (Savings)			

Capital Requirements (if applicable):

Service Level Reduction / Increase 2023

Description/Title: North Bay Heritage Gardeners

Service Enhancement or Reduction: Enhancement

Public: X **In Camera:**

Service Area/Business Unit: Infrastructure and Operations

Department: Parks Department **Costing Center #:** 3714

Budget Impacted: Municipal Levy Building Permit Reserve Other Water Sewer

Detail:

North Bay Heritage Gardeners is a volunteer group with over 300 volunteers and has actively been maintaining, enhancing, and replacing garden beds along the North Bay waterfront for close to 25 years. Currently the group oversees approximately 50 flower beds and employs a full-time staff member.

North Bay Heritage Gardeners is a member of Heritage North Bay and has received an annual budget from the City in the amount of \$78,220 (2022). Additionally, the group depends upon sponsorships and donations from community representatives along with wage subsidy and other grants.

The North Bay Heritage Gardeners are seeing increased costs associated with delivering their program particularly with employee benefit costs, planting materials, volunteer expenses, telephone and marketing expenses. Additionally, revenues have decreased with the COVID wage subsidy program being discontinued for 2023 and a drop in sponsorship and donations.

This service level change would increase the City of North Bay funding contribution to North Bay Heritage Gardeners from \$78,220 to \$97,530. The additional funds will go towards the increased costs and offset revenue loss.

Link to Strategic Plan: Natural North and Near

- Protect, promote and enhance the environment in all aspects of the city's operations and plans.

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Expense	\$19,310		
(Revenue)			
Net Cost (Savings)	\$19,310		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
N/A			

<u>Future Years Budget Impact</u> <small>(only required for phased-in Service Level changes)</small>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Year / Expense			
Year / Revenue			
Net Cost (Savings)			

Capital Requirements (if applicable):